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ABSTRACT

The Ohio College Library Center (OCLC) is a computerized regional library Center serving the academic libraries of Ohio, both state and private, in order to increase and make more efficient use of bibliographical resources. The program has five major components: (1) shared cataloging, (2) bibliographic information retrieval, (3) circulation control, (4) serials control and (5) a technical processing system. This manual revises and expands the information in two previous manuals, the "Preliminary Description of Catalog Cards Produced from MARC II Data," issued in September 1969, and the "Instruction Manual for Catalog Production," issued in February 1970. The manual also calls upon material in various memoranda issued by OCLC. Part I of this manual is a detailed description of the catalog cards produced. While subject to continuing revision to better satisfy user needs, it describes the output that will be available from the on-line system which will be implemented in Summer, 1971 as well as from the present off-line system. Part II, which describes the procedures for requesting catalog cards, is applicable to the off-line system only. (AB)

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MANUAL FOR OCLC CATALOG CARD PRODUCTION

Revised and enlarged

by

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February, 1971

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MANUAL FOR OCLC CATALOG CARD PRODUCTION

INTRODUCTION

I. Background of OCLC

Ohio's academic libraries have been interested in co-operative enterprises since the early fifties. The period leading to the formation of the Ohio College Library Center began in late 1962 when Wyman Parker, Librarian of Wesleyan College in Middletown, Connecticut, was appointed by the Ohio College Association to study and report on the practicality of an extensive program of inter-academic library cooperation. The Parker report, entitled The Possibility of Extensive Academic Library Cooperation in Ohio: a Survey, was issued in April, 1963 after being presented to the Executive Board of the Ohio College Association on March 28, 1963. The main recommendations of the report were the establishment of a Bibliographical Center to facilitate inter-library lending among Ohio libraries and cooperative purchase of microprint by the Center.

For the next three years the Committee of Librarians of the Ohio College Association was particularly concerned with implementing some of the Parker recommendations. The principal project developed was for a union catalog of holdings of Ohio college libraries. Three corporations (later four) were asked to submit proposals for the project and the Committee gave serious consideration to two of them: one for the construction of a union catalog using microform technology and the other using a central computer store. Since the Committee members could not unanimously decide in favor of one or the other of the proposals, the Committee decided on July 15, 1965 that the alternative proposals for a Library Center and automated union catalog should be critically examined by a team of library consultants with extensive experience in data processing. Dr. Ralph Parker, Director of Libraries, University of Missouri, and Mr. Frederick G. Kilgour, Associate Librarian for Research and Development, Yale University were invited to serve as consultants and both agreed.

In their report, which was endorsed by the Committee of Librarians at its meeting of March 11, 1966, the consultants rejected both proposals and proposed their own. They did this on the grounds that the commercial proposals were concerned only with mechanizing present library procedures and that such an approach could not be justified at a time when it was possible to organize a regional group of libraries into one total information system using computers and their associated equipment. Moreover, they felt that the classical union catalog has been an expensive and relatively inefficient tool for facilitating the flow of bibliographic information in a library network. They therefore suggested establishment of a cooperative computerized regional network in which most, if not all, Ohio college libraries would participate. Such a central computerized network would have many functions, of which a union catalog would be one. The first goal of such a system was to be the establishment of an effective shared cataloging program based on a central computer store containing a catalog of the current holdings of Ohio college libraries. As a by-product, the central store would supply union catalog information on these current holdings. The heart of such a system was to be an Ohio College Library Center (OCLC) to plan, design, activate, and operate the Ohio academic libraries regional information system.

OCLC was incorporated as a non-profit corporation on July 6, 1967. Its purposes, as stated in the Articles of Incorporation are:

> "to establish, maintain and operate a computerized regional library center to serve the academic libraries of Ohio (both state and private) and designed so as to become a part of any national electronic network for bibliographical communication; to develop, maintain and operate a shared cataloging program based upon a central computer store; to create, maintain, and operate a computerized central catalog (inventory) of books and journals in the participating libraries; and to do such research and development related to the above as are necessary to accomplish and to extend the concept",

in short, to increase and make more efficient use of the bibliographical resources of the state's academic libraries. After consideration of some eleven candidates for the position of Director, Mr. Frederick G. Kilgour, one of the consultants, was appointed to this post and he began work in September, 1967.

In October, 1967 the Director presented a program of development to the Members at their first annual meeting and this program was adopted by the Board of Trustees of OCLC. The program had five major components: 1) shared cataloging, 2) bibliographic information retrieval, 3) circulation control, 4) serials control, and 5) a technical processing system.

II. Purposes of shared cataloging system

The shared cataloging sub-system, based on a central computerized catalog, is the first component to be implemented. It speeds cataloging and reduces cataloging costs in Member libraries 1) by taking advantage of cataloging performed elsewhere and therefore minimizing duplicate effort, and 2) by employment of labor-saving machines.

It has three main objects: 1) production of catalog cards, 2) performance as a union catalog, and 3) facilitation of inter-library loans. The catalog card production segment is now operational in an off-line mode. When it goes on-line in Summer, 1971, it will offer, at no extra cost to Member libraries, a central union catalog through which they can rapidly identify the location of materials in the data base in all other Member libraries. Once locations have been determined, the shared-cataloging subsystem will also be used to facilitate inter-library loans by rapidly transmitting requests for materials from one institution to another via on-line cathode ray tube (CRT) terminals.

III. Data base used. Creation of master file

Creation of a master file of catalog records is basic to operation of the shared-cataloging system. This master file is needed for production of catalog cards and other outputs that will follow, such as accession lists, spine labels, book cards and book pockets, etc., as well as for the union catalog activity.

The principle on which the card production system is based is the conversion of a Member library's current cataloging into machine-readable form. This process is accomplished by adding call number and Member library holdings information to an existing machine-readable record. OCLC computer programs then produce catalog cards from the master record for the Member library.

The computer programs, presently operating off-line, produce catalog cards from Library of Congress MARC II

records which constitute the OCLC master file. At present MARC II covers English language monographs cataloged by LC since the beginning of 1969. All 1969 cards and cards in the "7" series are available. Some books with LC card numbers beginning with "68" or less are in the MARC II file because LC is cataloging books whose LC card numbers were assigned to the books prior to publication. LC has begun work on Project RECON whose purpose is to convert retrospective cataloging data to machine-readable form. By August, 1971, it hopes to complete the conversion of cards for English language monographs cataloged in 1968. The RECON Project will also contain a 5,000 title sample of older English language monographs and foregin language material in the Roman alphabet. Therefore, during the first year of OCLC's on-line operation there will be an average of four years of MARC data available to Members, 1968-1971. Data on hand indicates that a very high percentage of the acquisitions of Member libraries is published in the previous four years.

When the on-line system becomes operational in Summer, 1971, the data base will be enlarged to contain cataloging information contributed by Member libraries. In the on-line system a Member library that is unable to find a cataloging record for a particular title in the data base will do the original cataloging. This data will then be available to other Members which wish to catalog the same title. In addition, several Members are working on the conversion of their retrospective holdings, and these records will also be added to the data base.

IV. Definitions of terms

Since a number of specialized terms are used throughout this manual, definitions of the most commonly used terms are given here in the Introduction for ease of reference.

Added Entry: A secondary non-subject entry; used for joint authors, editors, titles, series, etc.

Dropped heading: A heading placed at the bottom of a catalog card to specify the guide card behind which that particular catalog card is to be filed.

Entry: A record of a bibliographical entity in a catalog or list; any approach through which a work can be located in a catalog.

Heading: The name, word, or phrase placed on a catalog record to provide a point of access to that record in the catalog.

Holding library: The library in which a book is to be shelved, regardless of where it is processed or the location of catalogs into which cards for that book are to be filed. By extension, a holding library can be any logical collection which requires some sort of special treatment, e.g., fiction, religious material, etc.

Holdings: The volumes, parts, or copies of a work in the possession of a library; the statement describing such volumes, parts, or copies. Partial holdings are incomplete subsets of what is described in the catalog record. Multiple holdings are complete sets, even if in only one copy, of what is described in the catalog record. Both types are determined on the Holding library level. Thus, if a Member library contains one complete copy of a multi-volume work with the volumes distributed among two or more Holding libraries, each Holding library has partial holdings. If one Holding library has all the volumes that the Member possesses of a multi-volume work, but such volumes are only a part of the set described in the catalog record, this is another example of partial holdings. Open-entry records are treated as partial holdings.

Indention: The position of the first character in a line in relation to the left edge of a card. OCLC produced cards use four indentions:

1. Left edge of card: This indention may be used for all or some lines of headings.

2. First indention: The card column where the first line of the main entry begins. First indention is also used for the second and subsequent lines of the title paragraph, collation, notes, and tracings paragraph; it may also be used for all or some lines of a heading. The exact location of first indention is determined by each Member library.

3. Second indention: The card column used for the first line of the title paragraph, and of the collation, notes, and tracings paragraphs. When the main entry is a title, the second and succeeding lines of the title paragraph begin at second indention. Second indention may also be used for all or some lines of a heading. The exact location of second indention is determined by each Member library.

4. Third indention: The card column used for the second and subsequent lines of name main entries. Third indention may also be used for all or some

lines of a heading. The exact location of third indention is determined by each Member library.

Location: The place where a work is shelved. This place can be the name of a Holding library or of a special collection within such a library. The contents of such a collection can be determined by use, e.g., Ref., by size, e.g., Quarto shelf; etc.

Main entry: The principal entry used, usually an author entry.

Pack: A group of finished cards arranged in filing order that is destined for a specific receiving catalog. Shelf-list packs are arranged in call number order while packs for other receiving catalogs are in alphabetical order. The alphabetical sort is on the first fifty-five characters of the first field and the first thirty characters of the second field, including blanks but not punctuation. When the first field is a main entry, the title is the second field. When the first field is a subject or added entry heading, the main entry is the second field. Members will soon be given the option of having this sub-sort be done on the title rather than on the main entry. Most common abbreviations, such as Dr. (Doctor), Mr. (Mister), and & (and) are filed as if spelled out. The sort field will contain the expanded form of words although they will be printed in their abbreviated form.

At present the sort key is unable to distinguish between names as authors and names as subjects so that a card with a name as main or added entry will not necessarily come before a card with that same name as subject.

Production of catalog cards: The creation of finished cards for a specific receiving catalog in a specific holding library from a generalized record, as opposed to reproduction which is the making of duplicate copies of only the basic unit card via a copying or printing process. In OCLC's production system, cards are produced in packs conforming to the individual requirements of each respective Member and its various receiving catalogs.

Receiving catalog: A systematically arranged group of cards such as a shelf list or dictionary catalog, listing the contents of a library or collection. If a public catalog has been divided into two systematic listings, e.g., one by author and title and the other by subject, it is considered to be two receiving catalogs. The existence of a separate filing sequence is what determines the existence of a receiving catalog, not physical location. Two sequences filed in the same drawer would be considered two receiving catalogs.

Subject entry: A secondary entry made to provide access to a work through words describing the concepts with which it deals.

Tracing: A record of all subject and added entry headings under which a work is represented in a catalog.

Off-line: As used by OCLC, this is a procedure that accumulates a group of records, submits them to a computer as a batch to be processed as a single job, and later also gets the output as a batch. There is no interaction between the computer and the individual user.

On-line: A method of computer operation in which each record is presented directly by the individual user to the computer and immediately processed. This mode of operation permits immediate inter-active communication between the computer and the user.

V. Procedures to be followed in case of error

It sometimes happens that incorrect catalog cards are received by Member libraries. If this occurrence happens because a wrong LC card number was obtained from the book or from some other standard source such as NUC, proof slips, ABPR, etc. (this happens with less than one percent of MARC Records), the Member should return the incorrect cards to OCLC for credit. Since the Library of Congress does not, at this time, include references from incorrect card numbers to correct ones on the MARC tapes, Members will be unable to get catalog cards from OCLC until they have learned from some source what the true number is. Once they have done so, another colored pre-punched card with the correct card number should be submitted. Part II of this manual contains the procedures to be followed in requesting cards.

If a Member suspects that an error resulted from some action of OCLC, it should notify the Center so that the source of the error can be corrected. The cards in question or a Xeroxed copy of them should be returned to the Center along with the notification and any other relevant material such as a facsimile of the title-page of the work concerned. The Member should then re-submit its request on new colored pre-punched cards to receive correct cards. Erroneous cards must be returned to OCLC if the Member wishes to receive credit for them.

VI. Bibliographical history of this manual

This manual revises and expands the information in two previous manuals issued by the Ohio College Library Center, the Preliminary Description of Catalog Cards Produced from MARC II Data, issued in September 1969, and the Instruction Manual for Catalog Production, issued in February 1970. The manual also calls upon material in various memoranda issued by the Center.

Part I of this manual is a detailed description of the catalog cards produced. While subject to continuing revision to better satisfy user needs, it describes the output that will be available from the on-line system which will be implemented in Summer, 1971 as well as from the present off-line system. Part II, which describes the procedures for requesting catalog cards, is applicable to the off-line system only.

Part I. CATALOG CARD PRODUCTION: OUTPUT OF SYSTEM

A. Physical description of cards

The catalog cards used by OCLC are standard 75 mm-by-125 mm size and are on Permalife card stock. An acid free card stock, Permalife has a life expectancy of more than 300 years and conforms to the USA Standard for Permanent and Durable Catalog Cards (Z85.1-1969). The cards are medium-weight and cream white in color.

Catalog cards may be considered a matrix in which lines, whether printed or blank, are rows, and the number of character positions available on each line constitutes columns. OCLC cards contain 17 rows and 48 columns. The print characters that fit on this matrix are pica size (10 characters per inch). Since catalog cards are 4.92 inches wide, this allows for 49 columns, of which 48 are utilized.

Plans are being made to use characters of a smaller point size. This will allow up to 23 rows or lines to fit on a card, thus necessitating fewer extension cards. Line length will not be affected by this change so card lines will continue to contain 48 characters.

The print train used to print catalog cards was created by the University of Chicago and modified by OCLC. It contains upper- and lower-case Roman letters, Arabic numerals (including a set of superscript numerals), and the diacriticals, punctuation marks, and other special characters shown in Figure 1.

OCLC uses a mylar ribbon on the printer. Mylar is a thin plastic film with ink on the back; it gives a sharper, better-defined impression than do fabric ribbons such as those used in typewriters.

Name	Graphic
DIACRITICALS	
Accent acute	´
Accent grave	`
Bolle "o", or Angstrom	°
Breve	˘
Cedilla	¸
Circumflex	^
Hacek	ˇ
Macron	¯
Tilde	~
Umlaut, or Dieresis	..
PUNCTUATION	
Apostrophe, Prime, or Single quote	'
Colon	:
Comma	,
Exclamation point	!
Period, or Point	.
Question mark	?
Quotation marks	"
Semi-colon	;
SUPERSCRIPT CHARACTERS	
Asterisk	*
Minus	-
Parenthesis, Left	(
Parenthesis, Right	)
Plus	+
Virgule, or Slash	/

Name	Graphic
SPECIAL SYMBOLS	
Ampersand	&
Asterisk	*
Brace, Left	{
Brace, Right	}
Bracket, Left	[
Bracket, Right	]
Cent sign	¢
Commercial "at" sign	@
Daggar	†
Degree symbol	°
Divide by sign	÷
Dollar sign	$
Equal sign	=
Greater than sign	>
Greater than or equal sign	≥
Large middle dot	·
Less than sign	<
Less than or equal sign	≤
Lozenge	◊
Minus, or Hyphen, or Dash	-
Multiply by sign	x
Not sign	¬
Not equal sign	≠
Overstrike slash	ø
Parenthesis, Left	(
Parenthesis, Right	)
Per cent sign	%
Plus	+
Plus or minus	±
Pound sign	#
Script ℓ	ℓ
Underscore	_
Vertical line	|
Virgule, or Slash	/

Figure 1. Diacriticals, punctuation, and other special symbols available on OCLC print train

B. Description of card format

1. Types of entries

This section describes the format characteristics of the data elements which appear on catalog cards, both those which are fixed and those whose appearance the Member library controls.

There are nine basic types of entries that can be included in packs of catalog cards. They are:

Main entries arranged by call number (Shelf-list)

Main entries

Topical subject entries

Personal and corporate name subject entries

Geographic subject entries

Personal and corporate name added entries

Title added entries

Author-type series added entries

Title-type series added entries

These basic types of entries can be further divided to the point where each variable field in the MARC format can be considered and treated as a different type of entry. (See Figure 9) Thus, under the general designation: Main entries, the following types can be differentiated: Personal name main entries (Field 100), Corporate name main entries (Field 110), Conference or meeting name main entries (Field 111), and Uniform title main entries (Field 130) Similiar distinctions can be made under each of the other basic types of entries, except for the shelf-list.

One or more types of entries may be included in a pack destined for a specific receiving catalog. Obviously, however, shelf-list entries can never be included in the same pack as the others. Each Member library decides on the format options desired for each type of entry card in each receiving catalog. See Part II for instructions on how to specify options desired.

2. Options

a. Difference between manual and computer-based systems

The catalog card production system of OCLC is an open-ended one. Options are available that not only permit each Member library to choose the position and format of most data elements on a catalog card but also enable it to choose different options for each different type of entry in each individual receiving catalog.

This flexibility, characteristic of computer-based systems, is an important difference between such systems and traditional manual systems where each additional option requires a greater expenditure of processing time and therefore increases costs. This time differential has two causes. One cause is the sheer magnitude of computer speeds as compared to human speeds; the other is that in manual systems alteration of bibliographic data produced by a central source must be done on a title-by-title basis.

In computer-based systems, however, variations in the format and placement of the bibliographic data elements can be programmed for particular data elements on all or certain selected types of entries for all or certain selected receiving catalogs.

This is not to say that permitting options does not increase costs in computer-based systems. The bringing into existence of a decision point does increase costs. This increase is a one-time cost associated with programming. Increase in production cost due to the existence of a decision point is insignificant. Once a decision point has been set up, however, the number of optional variations available there for users to choose among does not increase cost of card production.

Since variations in manual systems are done on a title-by-title basis, manual systems, in order to cut processing costs, tend to promote uniformity and make a virtue of this necessity by confusing uniformity with standardization. Standardization, however, is something different. Standards are documents which set down conditions which are to be fulfilled; they are rules or tests by which something can be measured or judged. The LC Rules for Descriptive Cataloging acts as a standard defining the order in which data elements on a catalog card should be given. The spacing between the various elements, however, is a matter for individual choice. The Subject Headings Used in the Dictionary Catalogs of the Library of Congress acts as a standard by specifying the choice and order of words used to express particular concepts.

The OCLC computer-based system complies with all existing relevant standards such as the ASCII code for information exchange, the ANSI standard for a format for bibliographical information on magnetic tape of which the MARC II communications format is one implementation, the standard for permanent and durable card stock, a standard library character set, a standard print train character set, and standardized unit cards. It does not require uniformity of output. Thus, the order of information on a catalog card is fixed: heading, main entry, title, author statement, edition statement, imprint, collation, series statement, notes, and tracings. The indention of these various elements; the spacing between them; the question of whether subject headings are to be all in upper case or in a combination of upper and lower case letters; the format of call numbers and their placement on the cards are among the decisions that individual libraries are free to decide for themselves even in manual systems as long as they produce their own cards. OCLC does not permit free choice among all possible choices, e.g., the print train used is fixed and red headings are not available, but it does permit free choice at almost every point where variation is possible. Options for card production already in the system make it possible to produce cards for a single title in about thirty-four hundred usable combinations of elements: three possible formats for LC class numbers, twenty-four options for relative position of different parts of call numbers, four for indentions, two for capitalizations, three for uniform titles, and two for tracings.

b. Summary of options available

Member libraries have available to them the opportunity of specifying almost everything they want on catalog cards. They are not even limited to one pattern of institutional options but may vary the pattern used from receiving catalog to receiving catalog and from one type of entry to another within a particular receiving catalog.

New options are constantly being added to the system. Members are free, at any time, to suggest options which they would like to see implemented.

A summary of available options follows. Most are described in greater detail in the discussion of various data elements given below.

The position of call number on catalog cards is fixed but various formats are permitted. The form and position of location symbols, holdings information, and oversize symbols is subject to Member library decision.

Libraries are free to choose either top-of-card or bottom-of-card placement for subject headings. If top-of-card placement is chosen, libraries have a choice between having them all in upper-case letters or in a combination of capitals and lower-case letters. For dropped headings, a Member library may choose among several methods for indicating how the entry element for that card is to be indicated.

There are four possible indentions: at left edge of card, first indention, second indention, and third indention. Libraries have a choice as to which indention a particular type of subject or added entry heading is to appear at. This choice of indention applies to all lines of a heading. Different choices can be made for the first line and for all succeeding lines of a heading. In the past the second and succeeding lines had to begin at the third indention and this will remain the default position. Each Member is free to specify where it wishes each indention to begin, with the 10th, 12th, and 14th character positions being the default locations.

Libraries have three choices as regards uniform titles: to accept all provided on the MARC record, to accept only those used by the Library of Congress, or to accept none at all.

As to tracings, Members are free to decide which cards are to bear tracings. The decision can be made differently for each type of entry in each receiving catalog. Libraries using dropped subject headings are limited, however, by their choice as to the type of entry element indicator which is to appear on their subject added entry cards.

Libraries have a choice as to how long they wish OCLC to hold their request cards for runs against new MARC tapes. The cycling period can be from one to thirty-six weeks. At the end of a Member's chosen cycling period, all request cards which had not been matched with a MARC record are returned to the Member library.

A Member may, if it wishes, resubmit a request for a particular title. If a request is resubmitted, it should be done on a new request card as the old request card will have been punched with a code for end-of-cycle week which would no longer be valid.

Some Members prefer to use the unit cards received through submittal of green or red request cards as main entry or shelf list cards. Such use is possible but must be specified as an option for the receiving catalog involved, e.g.,

author-title public catalog or shelf-list. The Member library will then have the responsibility of adding the call number in call number position on the unit card.

3. Call numbers

Class numbers fit into a few basic patterns (Dewey: three numerals which may be followed by a decimal point and another string of numbers of varying length; LC: one to three alphabetic characters followed by from one to four numeric characters which in turn is followed by a point and additional numbers and/or one or two blocks of alphabetic characters followed by numerals) Book numbers, on the other hand, are almost completely uncontrolled in the number and variety of character strings they may contain, e.g., one or more blocks consisting of upper-case alphabetic characters followed by numerics; lower-case alphabetic characters; dates; document or volume numbers; and internal punctuation marks such as points, colons, virgules, and blank spaces. (See Figure 2 for examples) It is therefore difficult to devise standard formats which can be applied to all call numbers. The variations depend on the number and type of character strings appearing in the book number. Examples of possible formats are given in Figure 2.

A limitation that must be observed in formatting call numbers is that no line of the call number can contain more than eight (8) characters, including spaces. The left edge of the call number is against the left edge of the catalog card. Since the first indention usually begins in the tenth character position, this limitation allows at least one blank column to occur between the call number and the main body of text on the card. There is at least one blank line above and below each call number. Additional call numbers appear in the left margin of the card next to that data element to which they refer, e.g., series statement, dashed-on entry, etc., except that at least one blank line must occur between the different call numbers. If an extension card contains information relating to this data element only, only the additional call number appears on the extension card.

Member libraries using LC call numbers may choose from among three basic formats for the class number part of the call number. An example of each format is given in Figure 2. In the first, the alphabetic and numeric segments of class numbers are placed on separate lines. In the second, they are placed on the same line with a blank space inserted between the two segments. The third format is the same as the second except that there is no blank space separating the alphabetic characters from the numeric ones. A variation of each format puts each decimal point and its following numerals on a line of its own.

I. Library of Congress

Basic formats for class numbers

ML 156.2	ML 156 .2	ML 156.2	ML 156 .2	ML156.2	ML156 .2

Sample call numbers based on above class number formats

DR 340.3 .N4 A313 1969	DR 340.3 .N4A313 1969	DR 340 .3 .N4 A313 1969	DR 340 .3 .N4A313 1969
DR 340.3 .N4 A313 1969	DR 340.3 .N4A313 1969	DR 340 .3 .N4 A313 1969	DR 340 .3 .N4A313 1969
DR340.3 .N4 A313 1969	DR340.3 .N4A313 1969	DR340 .3 .N4 A313 1969	DR340 .3 .N4A313 1969

II. Dewey Classification numbers

301.45	301 .45196	301 . 45196074	301 .45196 07471

III. Superintendent of Documents Classification numbers

LC 2.2: IN25	LC 2 .2 :In25	Pr 36.8: Ur1/1/ R31/8	Pr 36 .8 :Ur1 /2 /R31 /8

Figure 2. Examples of call number formats

If a library using Dewey class numbers puts a class number with more than eight characters on one line, e.g., 954.0350924, the computer will break it up so that the numbers preceding the decimal point appear on one line and the decimal point and the numbers which follow it appear on the next line up to a maximum of eight characters. If the decimal point and following numbers consist of more than eight characters, several alternatives are available. The decimal point can appear alone on the second line and eight numeric characters on the third line, or the decimal point and first seven numerals can appear on the second line and the remaining numerals on the third line.

Libraries accepting LC call numbers as given by LC may decide how they wish the most frequently occurring types of character strings in the book number to be formatted. One alternative is to have each successive block of alphabetic plus numeric characters be on its own line, while another is to have two such blocks on the same line.

Libraries creating their own call numbers, including libraries which accept Dewey or LC class numbers and add their own book numbers as well as those which create complete call numbers, format each individual call number on a yellow request card when they request catalog cards for that particular title. (See Part II) Care must be taken, however, to see that no line of the call number includes more than eight characters, including spaces. Length of call number is related to column position chosen for first indention. If first indention is in column ten, columns one through eight can be allocated to call numbers, with column nine remaining blank to separate call numbers from the body of the card.

There are two types of call numbers: primary call numbers and secondary call numbers. A primary call number applies to a work as a whole. A secondary call number is usually associated with a specific paragraph of bibliographical text, other than main entry or title paragraph, most often a series statement or note. Such notes usually refer to indexes, supplements, etc., but they may also refer to added copies given different call numbers to suit the needs of different groups of library users.

The first line of the primary call number is usually on line three of the card although different placements are possible if a library wishes to have them. The first line of a secondary call number associated with a specific paragraph starts on the same line as its corresponding paragraph unless it is necessary to drop it one or more lines to insert a blank line between the end of the previous call number and the beginning of the new one. Any additional secondary call numbers associated with this work are printed below the first one, always allowing for at least one blank line between call numbers. (See Figure 3)

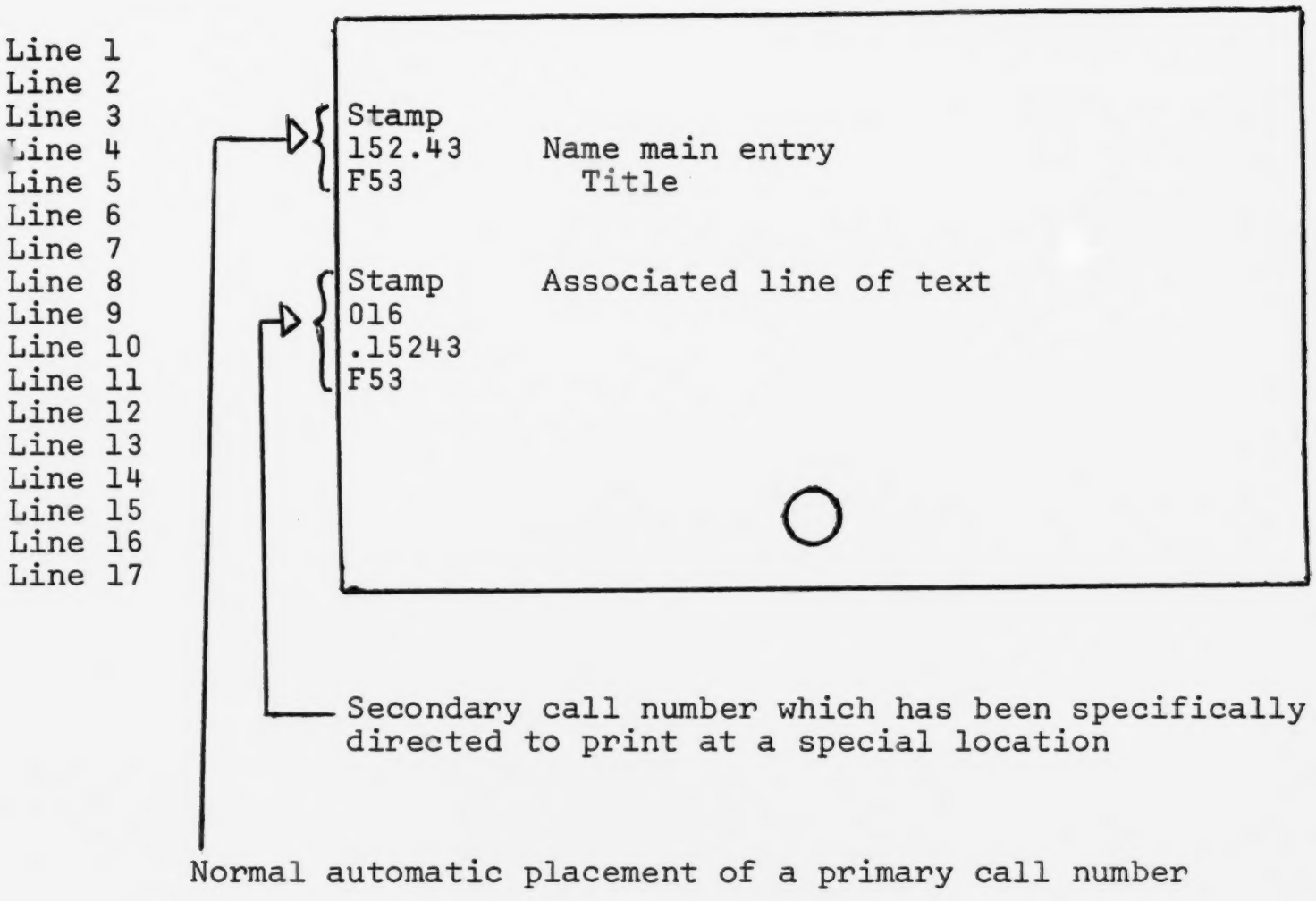


Figure 3. Call number placement

Holdings information may appear on from one to all types of entries. Figure 4 shows twenty-four options for relative positions of call numbers, location statements, and holdings information. The phrase "2 cop" is used as an example of holdings information while "Chem Lib" and "Ref" are used as examples of locations. The first column of six options may be employed by libraries not having departmental libraries or special collections by simply deleting "Chem Lib" and/or "Ref" in each option. If a Member library wishes a blank line to appear between any two elements, the location of this blank line should be indicated when requesting a particular option. If none of the twenty-four options corresponds with the practice of a Member library, it may request its own option or options for its various receiving catalogs.

Although oversize indication is not presently part of the catalog card production system, oversize symbols could automatically be added to call numbers on the basis of the height of the book as recorded in the collation statement. To effect this capability, OCLC would need to have from each library the oversize symbols it employs and the book heights related to each symbol. An example of such a report follows:

Oversize Symbol	Height in Centimeters
F	29-40
FF	41-60
FFF	61-

Members may set up different size categories for different Holding Libraries, e.g., q for books 28 cm. and over except for Art Library where quartos are 32 cm. and over.

Each library would also have to indicate where it places the oversize symbol in relation to the call number, e.g., on a separate line above the call number, before or after the class number, before or after the book number, on a separate line below the call number, or as a replacement for the entire call number. If the oversize symbol appears on a separate line, its relationship to location and holdings statements would also have to be indicated. If the oversize symbol appears as part of the call number, Members would have to allow for the symbol within the eight characters permitted on a line of the call number.

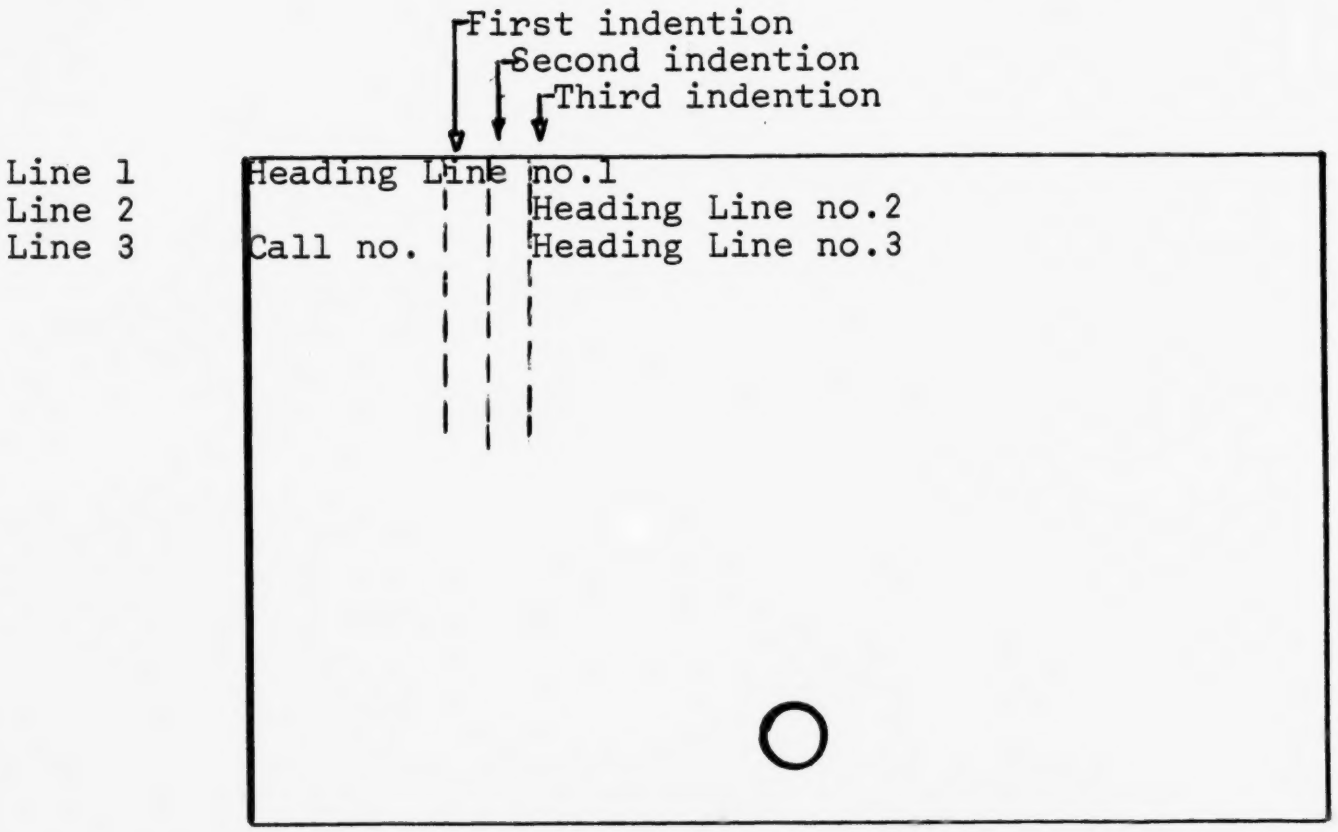
Libraries not desiring to have oversize symbols attached to call numbers should inform OCLC of this fact.

Positions of Call Number, Location Stamps
and Holdings Information. 24 April, 1970

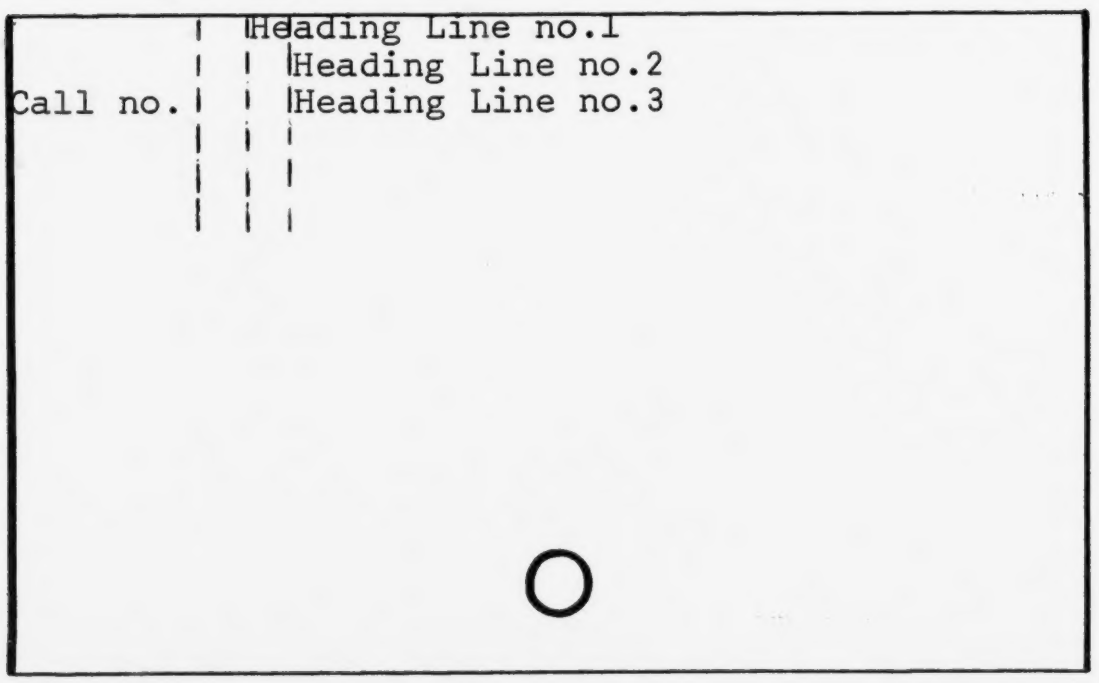
Chem Lib	(call no.)	2 cop	Ref
(call no.)	Chem Lib	(call no.)	(call no.)
2 cop	2 cop	Chem Lib	2 cop
Ref	Ref	Ref	Chem Lib
Chem Lib	(call no.)	2 cop	Ref
(call no.)	Chem Lib	(call no.)	(call no.)
Ref	Ref	Ref	Chem Lib
2 cop	2 cop	Chem Lib	2 cop
Chem Lib	(call no.)	2 cop	Ref
2 cop	2 cop	Chem Lib	2 cop
(call no.)	Chem Lib	(call no.)	(call no.)
Ref	Ref	Ref	Chem Lib
Chem Lib	(call no.)	2 cop	Ref
2 cop	2 cop	Chem Lib	2 cop
Ref	Ref	Ref	Chem Lib
(call no.)	Chem Lib	(call no.)	(call no.)
Chem Lib	(call no.)	2 cop	Ref
Ref	Ref	Ref	Chem Lib
(call no.)	Chem Lib	(call no.)	(call no.)
2 cop	2 cop	Chem Lib	2 cop
Chem Lib	(call no.)	2 cop	Ref
Ref	Ref	Ref	Chem Lib
2 cop	2 cop	Chem Lib	2 cop
(call no.)	Chem Lib	(call no.)	(call no.)

Institution

Figure 4



A. Heading starting at left edge of card



B. Heading starting at second indention

Figure 5: Heading placement. Note: Heading lines 2 and 3 are shown starting at third indention but Members may choose to have such lines start at any of the four indention positions.

4. Headings

Seven basic types of entries - three subject entries and four added entries - may appear as headings added to unit cards. Each Member library decides on several factors related to headings, such as their placement on catalog cards, their indention, and kind of letters used. Different decisions can be made as regards each type of entry in each receiving catalog.

The decision as to placement of headings at either the top of a card or at the bottom in tracings position applies to subject headings only. Added entry headings are at the tops of cards.

There is space for up to three lines of headings at the top of cards. At a later stage in the development of the shared cataloging system, more flexible vertical formatting will be possible, allowing space for an optional maximum number of lines of heading at the top of a card. When this is effected, the number of lines allotted to a heading will be able to vary according to the length of the heading. Libraries will also be able to decide whether or not they wish blank lines to be inserted between various data elements such as heading and main entry, title paragraph and first note, last note and tracings, etc.

Libraries using dropped subject headings indicate the subject heading in the tracings that corresponds to the guide card in the catalog behind which a particular subject card is to be filed. The subject heading under which a card is to be filed may be designated in one of four ways. See example of each below.

(1) Print all tracings and place an optional character in the space preceding the first word of the appropriate subject heading, between the Arabic numeral and the heading. The default character will be a "Greater Than" sign.

(2) Same as the first with the addition that the appropriate subject heading is printed entirely in upper case.

(3) Print all tracings, putting the appropriate subject heading in upper case.

(4) Omit the tracings paragraph except for the subject heading under which that particular card is to be filed.

Examples:

(1) 1. Writing - History 2.> Alphabet I. Title

(2) 1. Writing - History 2.> ALPHABET I. Title

(3) 1. Writing - History 2. ALPHABET I. Title

(4) Alphabet

The next two decisions, indention and kind of letters, apply only to headings placed at the tops of cards. A Member library may decide to have the first line of a heading begin at one of four positions: at left edge of the card, first indention, second indention, or third indention. A separate decision is made about the indentions of the second and succeeding lines. What constitutes first, second and third indention is up to each member library to decide for itself. (See Figure 5)

The decision made about indention can be different for each type of entry in each receiving catalog. For example, topical subject headings could start at the left edge, name as subject at first indention, and geographic subjects at second indention. Personal and corporate name added entries could be at first indention, title added entries at second indention, author-title series added entries at first indention, and title series added entries at third indention. Another receiving catalog in the same Member library could have headings with different indentions.

In the case of author-title headings, separate options are available for the first and subsequent lines of each element, i.e., of author and title. See the following examples.

1. Pennsylvania. University. Dept. of History. Translations and reprints from the original sources of history, 3d ser., v.6.	Author and Title run-on together. Author at 1st indention and subsequent lines at 2d indention.
2. Pennsylvania. University. Dept. of History. Translations and reprints from the original sources of history, 3d ser., v.6.	Author and title listed separately, but all lines after first line of author have same indention.

4. Pennsylvania. University. Dept. of History.
   Translations and reprints from the original sources of history, 3d ser., v.6.

5. Pennsylvania. University. Dept. of History.
   Translations and reprints from the original sources of history, 3d ser., v.6.

Author and title listed separately. First line of each has different indention, but subsequent lines of both have the same indention which differs from that of the first lines. In Examples 4 and 5, author first lines begin at 1st indention. In Example 4, title begins at 3d indention with subsequent lines of both elements at 2nd indention. In Example 5, title begins at 2nd indention and subsequent lines of both elements at 3d indention.

A third decision has to do with form of letters to be used in headings. Each of the seven types of headings that appear at the top of a card can be in either a combination of upper and lower-case letters or all in upper-case. Again, the decision can be different for each type of entry in each receiving catalog.

Another possible option is pertinent chiefly for the on-line system. According to Rule 133B of the Anglo-American Cataloging Rules all abridged titles must begin with the first words of the title. In conformity with this rule the MARC II system provides for production of abridged-title added entries only when such abridgements include the first words of the title. OCLC, however, will provide for production of added entry cards for abridged or striking titles that do not include the first words of the title.

5. Main Entry

The basic reference position on a catalog card is the column where the first line of the main entry begins. This position is the first indention.

OCLC produced cards have the main entry on the fourth line of the card. When variable vertical formatting becomes operational, this row location of main entries will vary so as to accomodate headings of differing lengths.

If a Member requests extra main entry cards for a special purpose, e.g., to report works to NUC, for donor or provenance files, etc., the computer can be programmed to produce them.

6. Uniform title

The first line of a uniform, or conventional, title starts a new paragraph beginning at second indention with subsequent lines beginning at first indention. If a uniform title is present, it is enclosed by brackets and appears between main entry paragraph and title paragraph.

MARC II records contain all uniform titles provided for by the AACR, but LC does not use all of these on its printed cards, preferring to follow its pre-AACR practice. A statement describing LC practice appears on p. 145 of the AACR. Member libraries may choose to receive 1) no uniform titles, 2) only those uniform titles used by LC, or 3) all uniform titles prescribed by the AACR. The decision made can vary from receiving catalog to receiving catalog.

7. Title paragraph

The usual title paragraph begins at second indention with following lines at first indention. However, when the title is the main entry it begins at first indention and all succeeding lines of the title paragraph are at second indention.

Title paragraphs include the standard elements of title, sub-title, author statement, edition statement, and imprint. The latter element includes place of publication, name of publisher, and date of publication.

8. Collation

The first line of the collation starts a new paragraph which begins at second indention with subsequent lines at first indention. The collation may consist of a statement of size of the work in pages, leaves, or volumes; mention of important illustrative matter; and height in centimeters. The collation format can accommodate variations found in standard cataloging practice. Thus, the collation of a foreign book cataloged under the Shared Cataloging Program (Title IIC of the Higher Education Act of 1965) may contain the price in terms of the local currency of the source country.

9. Series statement

If there is available space remaining on the last line of the collation statement, the first series statement follows on that same line enclosed within parentheses. If there is insufficient space on that line, the first series statement begins on a new line starting at first indention and enclosed in parentheses. Subsequent lines of the first series statement begin at first indention. Beginning lines of each additional series statement start a new paragraph at second indention with subsequent lines at first indention. Only the first series statement is enclosed in parentheses.

10. Notes

The first line of each note starts a separate paragraph beginning at second indention with subsequent lines at first indention. No blank line appears between the collation and/or series statement and the first note. Notes that apply to all copies of a book appear on each catalog card produced. Notes that apply only to copies at the Library of Congress, such as "Bound with" and "Contents (incomplete)", are omitted.

In addition, a Member library may have notes that apply to its own individual copies that it wishes to have appear on its catalog cards. OCLC will punch the individual Member library's notes onto brown cards and will process them prior to actual printing of catalog cards for the Member library. These additional notes will be retained with the OCLC machine-readable record.

11. Tracings

The first line of the tracings paragraph begins at second indention with succeeding lines at first indention. A sequential Arabic numeral precedes each subject tracing and a sequential Roman numeral precedes each added entry tracing.

The tracings paragraph begins on the line immediately after the last note without an intervening blank line unless the Member library specifies differently.

Member libraries decide whether tracings are to appear on every type of entry for its various receiving catalogs or only on certain selected ones. For example, a library using a divided catalog might have three receiving catalogs; an author-title catalog, a subject catalog, and a shelf-list. The library decides which entries in each of the three catalogs are to carry tracings. For an author-title catalog the

Main entry card, with tracings

N
70
.A693

Arnheim, Rudolf.
Visual thinking. Berkeley, University of California Press [1969]
xi, 345 p. illus. (part col.) 26 cm.
Bibliography: p. 325-338.
1. Visual perception. 2. Art--Philosophy. I. Title

OMC MRCpc 71-76335

Subject added entry card, without tracings

ART--PHILOSOPHY.

N
70
.A693

Arnheim, Rudolf.
Visual thinking. Berkeley, University of California Press [1969]
xi, 345 p. illus. (part col.) 26 cm.
Bibliography: p. 325-338.

OMC MRCpc 71-76335

Figure 6. Cards showing tracing variations

library might decide to have tracings on the shelf-list card and on the subject heading cards. (See Figure 6) A decision to include tracings necessitates the listing of all headings traced for that work. It is not now possible to trace only selected added entries such as subjects or titles only. The option to have tracings on subject entry cards applies only to receiving catalogs where a decision has been made to place subject headings at the top of a card. Libraries using dropped subject headings should see the options list in Part I, B, Section 4, which deals with Headings.

12. Bottom line

The bottom line of an OCLC produced catalog card contains the Member library's NUC symbol, a user option area, pack identification symbols (i.e., receiving catalog identification), and the unique machine-readable catalog-record identification number.

Starting at the left edge of the cards, the first six character positions are reserved for the standard National Union Catalog identification assigned to each Member library. This is followed by a blank space.

The next twenty-two character positions are alloted to a user option area. Member libraries could place such data as accession numbers here. In the on-line system the name of the library providing original cataloging data for a work could be put here. The data put in the user option area is established by Holding libraries. For each Holding library a different item of data could be used. This information can be selectively included or excluded on the different types of entries as determined by profiles.

Unit cards requested by libraries not copying Library of Congress call numbers but using LC or Dewey class numbers will carry the LC call number or the Dewey class number in the user option area. Libraries using Dewey class numbers may also have the option of getting the LC call number or LC class number in the user option area whenever a Library of Congress MARC record does not contain a Dewey Decimal class number. If a Library of Congress call number exceeds twenty-two positions, characters 23 and higher will be omitted; this truncation will occur, of course, at the end of the call number where it presumably would not interfere in the procedures of a library not using the entire Library of Congress call number.

After an intervening blank space the next five character positions are allocated to pack definition symbols. These symbols indicate which receiving catalog should receive the card. They are assigned by OCLC on the basis of the profiles each member submits specifying the requirements of each of its receiving catalogs.

The last fourteen space positions are allocated to a blank followed by a thirteen-space unique machine-readable catalog-record identification number. Usually the LC card number will serve as this unique identification number. In the on-line system, whenever an LC card number is not available, an OCLC sequential number will be used instead. When extension cards are necessary the phrase "See next card" will replace the unique identification number on all but the last card produced for an entry.

13. Extension cards

When cataloging information for a work fills more than one card, production of extension cards occurs. The text of the catalog card is continued with more cards (up to a maximum of approximately ten cards) until the catalog record is complete.

As shown in Figure 7, the first card closes with the statement "See next card" on the bottom line at the extreme right, replacing the unique identification number. Each additional extension card closes in the same way until the last which will have the identification number in its usual position.

Each extension card opens with a heading, if appropriate, and the main entry in normal position. Name main entries are not abbreviated. Following the main entry is an abbreviated title (unless the full title is quite short) in regular title position. The length of the abbreviated title varies as OCLC programming submits the full title to several tests to discover where the best cut-off point is located. The maximum length is one line. The abbreviated title is followed by three dots to indicate that it is incomplete. Next comes the last item in the imprint (the date) and the card number.

Title main entries on extension cards consist of a brief title, three dots to indicate that it is incomplete, date, and card number.

HC
110
.P63
05

On fighting poverty; perspectives from experience. Edited by James L. Sundquist, with the assistance of Corinne Saposs Schelling. New York, Basic Books [1969]
x, 256 p. 25 cm. (Perspectives on poverty, 2)
American Academy of Arts and Sciences library.
Based on papers presented at a continuing seminar of the American Academy of Arts and Sciences on problems of race and poverty during

OAkU AKLsl See next card

HC
110
.P63
05

On fighting poverty; ... [1969]
(Card 2)
the academic year 1966-67.
Includes bibliographical references.
1. Economic assistance, Domestic--U.S. I. Sundquist, James L., ed. II. American Academy of Arts and Sciences, Boston. III. Series IV. Series: American Academy of Arts and Sciences, Boston. Library

OAkU AKLsl 75-78452

Figure 7. Extension cards

Dewey class number in user option area.

Gardner, John William, 1912-
The recovery of confidence [by] John W. Gardner. [1st ed.] New York, Norton [1970]
189 p. 22 cm.
Includes bibliographical references.
1. U.S.--Social policy. I. Title

NUC symbol	User option area	Pack identification	Unique I.D. no. or continuation stmt.
OOxW	309.1!73	WCWzc	75-108327

LC call number in user option area. "See next card" in identification number area.

Duvignaud, Jean.
Change at Shebika; report from a North African village. Translated from the French by Frances Frenaye. With a foreword by Cecil Hourani. [1st American ed.] New York, Pantheon Books [1970]
xiii, 303 p. illus., maps. 22 cm.
Translation of Chebika, mutations dans un village du Maghreb.
Includes bibliographical references.
1. Shabikah--Social conditions.
2. Tunisia--Rural conditions--Case studies. I. Title

OAkU	HN810.T82S513	AKRzc	See next card

LC call number in user option area. LC card number as identification number.

Duvignaud, Jean.
Change at Shebika; ... [1970]
(Card 2)

OAkU	HN810.T82S513	AKRzc	68-26042

Figure 8. Unit cards, showing construction of bottom line

Variable Field Tags

Control Numbers

*010 LC Card Number
*011 Linking LC Card Number
015 National Bibliography Number
*016 Linking NBN
*017 U. S. Copyright Number
020 Standard Book Number
*021 Linking SBN
025 Overseas Acquisitions Number
*026 Linking OAN Number
*035 Local System Number
*036 Linking Local Number
040 Cataloging Source
041 Languages
*042 Search Code
*043 Geographic Area Code

Knowledge Numbers

050 LC Call Number
051 Copy Statement
060 NLM Call Number
070 NAL Call Number
*071 NAL Copy Statement
*072 NAL Subject Category Number
*080 UDC Number
*081 BNB Classification Number
082 Dewey Decimal Classification Number
*086 Supt. of Documents Classification
*090 Local Call Number

Main Entry

100 Personal Name
110 Corporate Name
111 Conference or Meeting
130 Uniform Title Heading

Supplied Titles

240 Uniform Title
241 Romanized Title
*242 Translated Title

Title Paragraph

245 Title
250 Edition Statement
260 Imprint

Collation

300 Collation
350 Bibliographic Price
*360 Converted Price

Series Notes

400 Personal Name-Title (Traced Same)
410 Corporate Name-Title (Traced Same)
411 Conference-Title (Traced Same)
440 Title (Traced Same)
490 Series Untraced or Traced Differently

Bibliographic Notes

500 General Notes
501 "Bound With" Note
502 Dissertation Note
*503 Bibliographic History Note
504 Bibliography Note
505 Contents Note (Formatted)
*506 "Limited Use" Note
520 Abstract or Annotation

Subject Added Entries

600 Personal Name
610 Corporate Name (excluding political jurisdiction alone)
611 Conference or Meeting
630 Uniform Title Heading

LC Subject Headings

650 Topical
651 Geographic Names

Figure 9. Continued on next page

Other Subject Headings

*6 6 0 NLM Subject Headings (MESH)
*6 7 0 NAL Subject Headings
*6 9 0 Local Subject Heading Systems

Other Added Entries

7 0 0 Personal Name
7 1 0 Corporate Name
7 1 1 Conference or Meeting
7 3 0 Uniform Title Heading
7 4 0 Title Traced Differently

Series Added Entries

8 0 0 Personal Name-Title
8 1 0 Corporate Name-Title
8 1 1 Conference or Meeting-Title
8 4 0 Title

*The Library of Congress will not supply data for these fields at present.

Figure 9.

C. Catalog production costs

Since methods of computing cataloging costs are not standardized, it is difficult to make cost comparisons between computer-based and conventional systems, or between conventional systems in different libraries. The costs given below for various manual systems apply only to the libraries where the studies were made and are given here simply as an indication of how costs may run in manual systems. All systems described assume the use of LC-provided cataloging data, either in the form of LC card sets or as locally produced sets based on either a single LC card, a proof slip, an NUC entry, etc. Titles which lack LC cataloging data have customarily been given original cataloging by each library acquiring them. Since the OCLC data base under the off-line system contains only LC cataloging records, all titles for which such records are lacking must still be cataloged locally. The costs of such original cataloging are therefore not relevant to this comparison and are not considered.

The elements involved in the cataloging process are searching for bibliographical information, cataloging proper, card preparation and production, the sorting and filing of the finished cards into various receiving catalogs, and the physical preparation of the book. This last element will not be considered here since it is unaffected by the existence of OCLC.

Searching is partly an acquisitions function, when it involves checking to verify and complete the bibliographic details supplied by a requestor so as to adequately identify the book for acquisitions purposes, and to check in the library's catalog and on-order file to determine if the title has already been ordered or received. Any cataloging data located at this stage of the operation is a by-product since it is not necessary for the acquisitions function.

Cataloging searching involves the effort to obtain bibliographical data that will be of use in cataloging the work. This usually means an attempt to find a copy of the cataloging record made by the Library of Congress for that work. Once such information is located, it is copied and the source noted. The searching stage ends here and the cataloging stage begins.

A cataloger takes the cataloging data located in the search step and compares it with the book to see if they

agree, makes any changes necessary in the descriptive cataloging to ensure that it fits the book in hand, assigns call number if an LC number is not accepted as given, checks the shelf list to see if the number has already been used, checks the subject headings and name added entries against authority files, makes additions to the appropriate records in the serial file if the title is part of a series, and, if an actual LC card is not available, prepares a worksheet for the use of clerks who will prepare the cards.

The card preparation and production stage includes the ordering of LC cards or the preparation of master cards and the reproduction of master cards by some process, the adding of headings and call numbers to cards, and the proof-reading of the cards.

In the sorting and filing stage the sets of cards produced for each book are divided up according to the catalogs that are to receive them, sorted into filing order, and filed.

How does OCLC fit into this pattern of activity? Under the off-line system OCLC has no effect on acquisitions searching which still must be done before a title is acquired. Cataloging searching will not be needed, however, as OCLC will provide its Members with a unit card and/or packs of cards with full bibliographical information.

If a library accepts LC cataloging as given without checking, the packs can be filed immediately after arrival, thus eliminating the cataloging and card preparation and production steps entirely, and also eliminating the pre-filing sorting.

Libraries wishing to check the LC cataloging will still save the cataloging searching step and can use the unit card or one of the final pack cards (usually the shelf list card) as the source of cataloging data. If the cards sent by OCLC are not changed, the shelf list might still be checked for duplicate call numbers and authority files updated to show new headings and the necessary cross-references made. Card preparation and production will still be eliminated unless a decision is made to change the OCLC-produced card in some way. In that event the cards in question will have to be pulled from their various packs, changed, proofed, and resorted preparatory to filing.

From this brief survey it appears that the steps OCLC can save its Members are cataloging searching (in all cases), cataloging, card preparation and production, and sorting. What are the costs of these elements?

Searching costs are high. Of a total processing cost of $10.26 for adding a book to the Columbia University Science Libraries in 1965, $2.18 or over 21% was devoted to searching, and $1.07 of this searching cost was attributed to cataloging searching. A 1966 study at the Brooklyn Public Library showed that of a total of $3.77 for cataloging and preparation of a new title, $1.51 or 40% was devoted to various searching activities. A 1969 report of the early operations of the Colorado Academic Libraries Book Processing Center showed, by contrast, a total cost for labor alone of $1.88 per volume of which 23.5¢ or 12.5% was allocated to searching and searching-related activities.

Cataloging costs are also high. After adjustment of the Columbia figures to remove that portion of the cataloging costs attributable to original cataloging, $1.38 or over 18% of the adjusted cost was allocated to cataloging. At Columbia cataloging of monograph titles for which LC information is available is a clerical task. In libraries which assign professional catalogers to this task the cost would be higher.

Costs of producing cataloging cards and sorting them show less variation. A 1963 report on the Air Force Cambridge Research Laboratory (AFCRL) Research Library showed that the cost of preparing and producing seven cards based on LC cataloging was $1.16. This figure included order routines for LC cards and the typing of headings on them after receipt. Sorting and filing added another $0.30 to the cost. Allocating a third of this to sorting, the total cost of producing cards ready to file was $1.26, or $0.18 per card.

Other studies made at Sacramento State College (1969) and the University of Toronto for the Ontario New Universities Libraries Project (1965) showed per card costs for preparation and production of 18.0¢ and 19.3¢. With their sorting and filing costs prorated in the same proportions as those for AFCRL, cost per card was 19.7¢ and 20.7¢ respectively.

Even though the studies producing these figures were made over a six year period, with differences in the cost of labor and materials, there is substantial agreement among them, especially the latter two. Adjustment of the 1963 figures from the AFCRL study to take into account a 13.5%

rise in the cost of living between 1963 and 1968 would raise the AFCRL cost per card to 20.4¢ bringing it into very close alignment with the cost figures of the other two libraries.

The cost of producing catalog cards at OCLC varies from week to week. Twenty-four elements are considered in computing the cost per card. Some cost elements vary directly according to the number of cards produced in any one week, but other cost elements are fixed and do not change, no matter how many catalog cards are produced. Since these fixed costs must be allocated against the catalog cards produced each week, an increase in the number of catalog cards produced means that each catalog card bears a smaller share of these fixed costs while a decrease in the number of catalog cards produced means that each catalog card bears a larger share of these fixed costs. This combination of fixed and variable costs is the reason that the cost per catalog card differs each week. The more cards produced in a week, the lower the cost per card.

The fixed cost elements are those allocated to the various machines and supplies used by OCLC while the variable costs relate to the operations involved in card production. Approximately forty percent of card costs are computer-related.

Fixed Costs	Variable Costs
Card punch	Keypunching
Print train	Proofing and corrections
Printer attendants	6 computer runs
Card stock	Sort for file-listing
Ribbons	407 listings
MARC tapes	Pull Selections
Slitter	Sort pulled selections
Overhead of .5¢ per catalog card	Slitting of cards
	Mailing
	Accounting
	Printing

In July, 1970 the average weekly production was 5,266 cards, and the cost per card was 7.05¢; in August, the average weekly production dropped to 3,695, and the cost per card rose to 9.05¢; in September, the weekly average increased to 5,492, and the cost per card dropped to 7.31¢; in October weekly production rose further to 8,890, and the cost went down to 6.29¢ per card. The maximum price that can be charged per card is 9.5¢.

Assuming that a Member library receives, on the average, five cards per title at an average cost of 7¢ per card, its cost for receiving catalog cards ready to file in its catalogs is 35¢ per title. To this cost Members must add the cost of preparing and mailing request cards and of filing the packs received from OCLC. Adding an arbitrary 6¢ per title to cover a Member's cost in typing and mailing request cards (40 request cards per hour at a clerical wage of $2.40 per hour) would increase the cost of OCLC produced cards by just over one cent per catalog card. The addition of this requesting cost would raise the actual cost to a Member for packs of cards sorted and ready to be filed to an average of 8¢ or a maximum of 10.5¢ per card, or from 40¢ to 53¢ for five cards.

The cost of OCLC cards is less than half that of merely preparing, producing, and sorting cards in several manual systems. When the cost of the various cataloging elements that use of OCLC eliminates is also taken into consideration, it can be seen that use of OCLC to the fullest possible extent will result in great reductions in a library's cataloging costs.

PART II. CATALOG CARD PRODUCTION: INPUT TO OFF-LINE SYSTEM

A. Development Phases

Procedures for requesting catalog cards from OCLC will move through three phases of development. In the first phase, which is now operational, Members request cards by LC card numbers alone. In phase two, which is due to become operational in Summer 1971, Members will be able to request cards either by LC card number or by author and title. In phase three, Members will be able to furnish OCLC with original cataloging from which OCLC will produce cards. OCLC will use this original cataloging to make catalog cards when other Members request cards for titles for which no MARC II record is available.

Phases two and three will operate on-line, which will be a more efficient and effective method than are other types of communication.

Since the off-line system now operational can only process requests for catalog cards that are made using LC card numbers, this part of the Manual deals only with that phase in the development of the shared cataloging system. OCLC produces cards weekly after each new weekly MARC tape has been merged into the master file of MARC records.

The purpose of this part of the Manual is three-fold. Section B, Catalog Profile Questionnaire: Defining the Pack, delineates the objectives of the Catalog Profile Questionnaire and describes how to complete it. Section C, Request Procedures, provides the Membership with various procedures to follow when asking OCLC for catalog cards. Section D, Description of Precoded Punch Cards, contains detailed instructions for completing each type of precoded punch card.

B. Catalog Profile Questionnaire: Defining the Pack

Purposes of the Catalog Profile Questionnaire

The Ohio College Library Center has developed a Catalog Production System capable of handling the individual needs of its Member libraries. Each Member library is likely to contain a number of holding libraries such as a general stack collection, Reference collection, and departmental libraries; and a number of receiving catalogs such as author-title public catalog, a subject public catalog, an official catalog, a general shelf list, departmental public catalogs and departmental shelf lists. To complicate matters, an individual

receiving catalog may contain cards showing the contents, in whole or in part, of several holding libraries while each holding library is usually represented by cards in several receiving catalogs. For example, titles shelved in a general stack collection may be represented by cards in a divided public catalog, an official catalog, a shelf list, and a file of cards to be sent to NUC. A title in the Music Library could be represented by cards in the main divided public catalog, official catalog, Music public catalog, Music shelf list and NUC file. The Music public catalog could contain cards for all titles shelved in the Music Library plus main entry cards for all titles with class numbers from the Music schedule which are shelved in the Main Library and other departmental libraries. To cope with this complicated situation OCLC has devised a Catalog Profile Questionnaire (CPQ) designed to obtain from Member libraries information about catalog cards needed in each receiving catalog.

Since types of cards needed will vary from receiving catalog to receiving catalog, a separate CPQ must be completed for each receiving catalog, showing types of entries included for each holding library represented by cards in that receiving catalog. To decide how many CPQs should be completed, each Member library should prepare a chart showing all its holding libraries along the top and all its receiving catalogs along the side. For each holding library a check should be made against each receiving catalog which gets catalog cards showing that library's holdings in full or in part. A CPQ should then be filled out for each check mark on the chart. (See Figure 10). Even if several CPQs seem to be identical when filled out, they all should be sent in. From each profile a program is coded to attach to the main program to produce catalog cards with the options requested for that holding library in that receiving catalog.

Since catalog cards are prepared in packs for filing into specific receiving catalogs, there will be one pack for each row on the chart. That pack will contain cards for works in all of the holding libraries checked in that row.

Some libraries maintain special catalog files, not related to a specific holding library, for books having special characteristics, such as a provenance catalog for books bearing marks of previous ownership. The Catalog Production System possesses the capability of producing "extra cards" for such special files. Those members maintaining special catalogs should inquire of OCLC for procedures to employ in requesting an extra card or cards.

Holding Library / Receiving Catalog	Main	Music	Science	Reference	Documents
Main Author/Title	x	x	x	x	
Main Subj.catalog	x	x	x	x	
Main shelf list	x				
Insurance shelf list	x	x	x	x	x
Music A/T		x			
Music Subj/		x			
Music s.l.		x			
Score catalog		x			
Science A/T			x		
Science Subj.			x		
Science sl.			x		
Ref.dict.cat.				x	
Ref. s.l.				x	
Doc.dict.cat.					x
Doc.s.l.					x
NUC	x	x	x	x	

Figure 10. Chart showing what Catalog Profile Questionnaires have to be completed for a hypothetical Member library

Figure 11

OHIO COLLEGE LIBRARY CENTER

Catalog Profile Questionnaire

I. To define the pack of a receiving catalog, the Member should complete the following table. Directions for completing the table are in the Instruction Manual, pp. 2-3. Leave blank rows for types of entry not to be included in this pack.

II. 1. What is the name of the holding library or collection for which this pack contains cards? Jones Music Library

05 2. What is the name of the receiving catalog into which this pack will go? Main subject catalog

3. If this receiving catalog is not in the holding library or collection, put in the following box the stamp to appear with the call number (see Instruction Manual).

M	U	S	I	C			

Type of Entry	Holdings Information		Tracings		Subject Headings Position		Indention of Headings at Top of Cards (first line only)				Capitalization of Headings at Top of Cards.	
	Yes	No	Yes	No	Top of Card	Bottom of Card	Left edge	First indention	Second indention	Third indention	Upper case	Upper and lower case.
Main Entry to be Arranged by Call Number (Shelf List)												
Main Entry												
Topical Subject Entry		X		X	X				X		X	
Name as Subject Entry		X		X	X				X		X	
Geographic Subject Entry		X		X	X				X		X	
Personal and Corporate Added Entries												
Title Added Entry												
Author-Type Series Added Entry												
Title-Type Series Added Entry												

Institution: Hypothetical University

Only collections that possess at least one logical catalog of their own should be described in questionnaires, i.e., should be considered Holding libraries. By logical is meant either a physical catalog or a fictitious file set up to cope with the special needs of a particular category of books. Each logical catalog is the equivalent of one pack of OCLC produced catalog cards. For example, if a library wishes to apply Kapsner subject headings to its books on religion, it might be able to do so through the use of a logical 'Religious Headings File'. By this method the library would receive, in a separate pack, extra main entry cards to which it would manually add the Kapsner subject headings before filing the cards in its dictionary catalog. Thus, while cards for religious material would end up in the same physical receiving catalogs as cards for the rest of the collection, some of them would reach the library in a separate pack destined, temporarily, for this fictitious subject catalog which might not have any actual physical existence.

Another example relates to the Reference collection that most libraries have. A Reference collection recorded in a separate shelf list, even if it lacked a separate author-title or subject catalog, is considered a Holding library and should be reported on CPQs. On the other hand, a Reference collection listed only in general catalogs is not considered a Holding library and should not be reported on CPQs. When catalog cards are ordered for titles which are to be shelved in a collection of the latter type, the wording of the location stamp needed should be included in the appropriate box on the blue and yellow punch cards from which catalog cards will be produced. (See below) For collections of the former type, i.e., holding libraries, the locations should not be indicated on the blue and yellow punch cards since the computer is programmed, on the basis of the information given on the CPQs, to produce catalog cards that contain the appropriate location statements.

After receiving completed questionnaires from each Member, OCLC devises a unique, three-symbol code for each Holding library. Sets of colored punch cards are then pre-punched with these codes and sent to the Member libraries for use in requesting catalog cards. Care should be taken to use a pre-punched card for the correct Holding library when requesting catalog cards for titles to be shelved in that library.

Completing the Catalog Profile Questionnaire

There are two parts to the CPQ. The first part contains three questions, the first of which asks for the name of the

Holding library or "collection". (See definition on page 4) Examples of names that might be given to holding libraries are MAIN LIBRARY, CHEMISTRY LIBRARY, JONES LIBRARY, DOC. COLLECTION, REF. COLLECTION, etc.

The second question requests a Member library to designate the receiving catalog to which the questionnaire is referring. This could be designated by such terms as PUBLIC CATALOG, PUBLIC NAME-TITLE CATALOG, PUBLIC SUBJECT CATALOG, MAIN SHELF LIST, DOCUMENTS PUBLIC CATALOG, DOCUMENTS SHELF LIST, MUSIC SCORE PUBLIC CATALOG, NUC, etc. As noted above, each receiving catalog will require several questionnaires, one for each holding library represented in it.

The third question asks for the location stamp, if any, to appear with call numbers on cards in that receiving catalog for titles located in that Holding library. This location information should be typed or printed in the exact form desired on catalog cards, as regards capitalization, spacing, punctuation, e.g., REF. or Ref. or REF or Ref. , etc. with a maximum of eight characters per line. Coll.

The second part of the CPQ consists of a table which should be completed according to the characteristics desired for each of the nine types of entries that may be included in packs. The types of entries are found in the left side of Figure 11. Across the top of the table are five variable components associated with types of entries. They are from left to right on Figure 11: Holdings Information, Tracings, Subject Headings Position, Indention of Headings at Top of Cards, Capitalization of Headings at Top of Cards. These components should be defined for each type of entry which is to be in a particular pack.

Some libraries record holdings information on only shelf list cards or main entries, while other list holdings on all cards. Checks in the "Yes" and "No" columns under "Holdings Information" will yield the formula that each Member wishes to apply. If tracings are desired at the bottom of cards for a particular type of entry, check "Yes" against that type of entry. If no tracings are needed, mark "No". Subject headings can be positioned at either the top or the bottom of the cards. A check should go into one of the two positions desired.

The fourth component contains information concerning heading indention. The first line of a heading at the top

of a card may begin at one of four places: left edge of the card, first indention, second indention, third indention. Mark the box indicating the preferred indention for each type of added entry in a pack. Second and third lines of a heading presently begin at third indention. Each Member will be asked where it wants each indention to begin.

Not all rows need to be filled out on any one questionnaire. If the receiving catalog being described on a particular CPQ is a shelf list, then only the first row should be filled out as entries of the other types will not be included in that catalog. If the catalog being described is a subject catalog, then only the boxes on the three rows relating to subject entries should be filled in.

The last component refers to capitalization used in headings at the top of cards; the Member can have a heading either in all upper case or in a combination of initial capital and lower-case letters.

C. Request Procedures

This section of the Manual contains directions for using punch cards to obtain catalog cards from MARC records. The Catalog Production System provides for four basic schemes differentiated by the types of call numbers used; namely use of LC cataloging data plus LC call number, use of LC data with alteration of LC call number, use of LC data and Dewey class number, and use of LC cataloging data with a local call number. Most libraries now employ two intermeshed procedures for cataloging. The primary procedure employs LC cataloging data, and the secondary procedure utilizes original cataloging when LC data is not available. The OCLC Catalog Production System integrates with present primary procedures.

When to Request

Libraries using LC cataloging data and LC call numbers should not request catalog cards for a book until it has been received. This is true whether or not the library has seen cataloging data for that book in the NUC catalog, proof-slips, depository cards, or some other source. If catalog cards were requested earlier, cards for some books would be in the catalog before the book would be on the shelf. In some cases the books would never be received. Since cards are received in packs ready to be filed in particular catalogs the only way to remove cards for books not yet on the shelves would be a card-by-card examination of all cards in the relevant packs, a procedure that would negate the time-

saving benefit of receiving cards in packs pre-sorted for filing.

Libraries that utilize LC cataloging data but not its call numbers (using instead LC class numbers, Dewey class numbers, or devising local call numbers) usually order a single unit card before requesting full sets of catalog cards for books. These unit cards may be requested either when the book is ordered or after it is received. As American books contain the LC card number it would be less expensive for the Member library if it waited until these books had been received before requesting unit cards. In this way it could save itself the search costs involved in locating card numbers. Unit cards for foreign imprints, however, could be requested when the book is ordered as they will not contain LC card numbers and will have to be searched at some stage in their processing.

In a library using LC cataloging data and LC call numbers procedures could be somewhat as follows. When an English language book is received, the cataloger would check the verso of the title page to see if the LC card number began with a "7" or "69". If it did, he would write that LC card number on the appropriate OCLC punch card (details below) and that card would be sent to OCLC to produce the desired catalog cards.

If the card number did not begin with a "7" or "69", the cataloger could search the book in files of LC cataloging data such as the NUC catalog, proofslip file, or depository card file. When he located an LC catalog record describing the book and bearing a card number accompanied by the designation "MARC", he would write the card number on the appropriate punch card to go to OCLC.

Libraries that do not use LC call numbers should follow the same criteria in deciding whether or not to order cards for a work from OCLC, i.e., it should be an English language monograph whose card number either begins with a "7" or "69" or is accompanied by the designation MARC.

Since the RECON Project will not be finished in the life-time of the OCLC off-line system (which is scheduled to end in Summer 1971), English language books not having an LC card number with an initial "7" or "69" or not having a catalog record with the MARC designation would be processed according to the library's present cataloging system. All foreign language books, no matter what the LC card number, would also be processed according to the library's present cataloging system.

Permanent Records at OCLC

Information received on punch cards from Members will be stored in the OCLC master file. A record will be kept by Holding library of each book cataloged, these records to include the additions or changes requested by a Member. Therefore, libraries need to report an addition or change to OCLC only once.

Four Requisition Procedures

As mentioned above, there are four basic call number systems, each having different request procedures. As each of these procedures is explained, certain options will be discussed. These options permit each Member to alter the cataloging and call number to satisfy its own requirements.

On unit cards, as depicted in Figure 8, LC call numbers or Dewey class numbers are placed in a 22-position area on the bottom line that is called the "user option area". This information is included only on cards in the unit card packs. A library may insert information in this space on cards in catalog packs. For example, an accession number could be placed in the user option area. This would be done with a brown card.

For each set of procedures there is a corresponding flowchart (Figures 12, 13, 14, 15). These flowcharts represent the various options available to a Member when requesting catalog cards in accordance with one of the four basic procedures.

Users of LC Call Number (Figure 12)

These Members request catalog cards by completing the blue punch card which requests production of complete packs. There are two options in making this type of request.

Case 1. If there are no modifications to be made to descriptive cataloging and no holdings to record as a note, then a Member library would send only a blue card to OCLC. Holdings information to be part of the call number should be written in the box in the lower, right-hand corner of the blue card (Figure 16).

Case 2. If a library does want to modify the LC data, or to record holdings as a note rather than with the call number, or to insert information into the user's option area, the librarian would use the brown card (Figure 21) with the blue card.

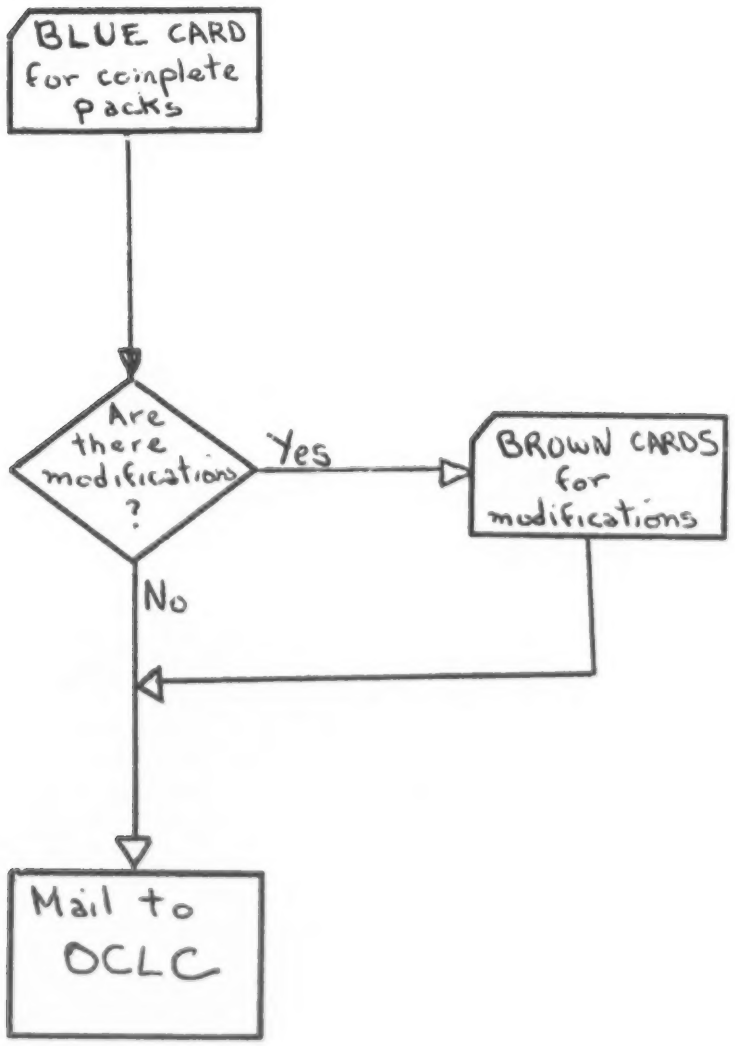


Figure 12. Flowchart for library using LC call number

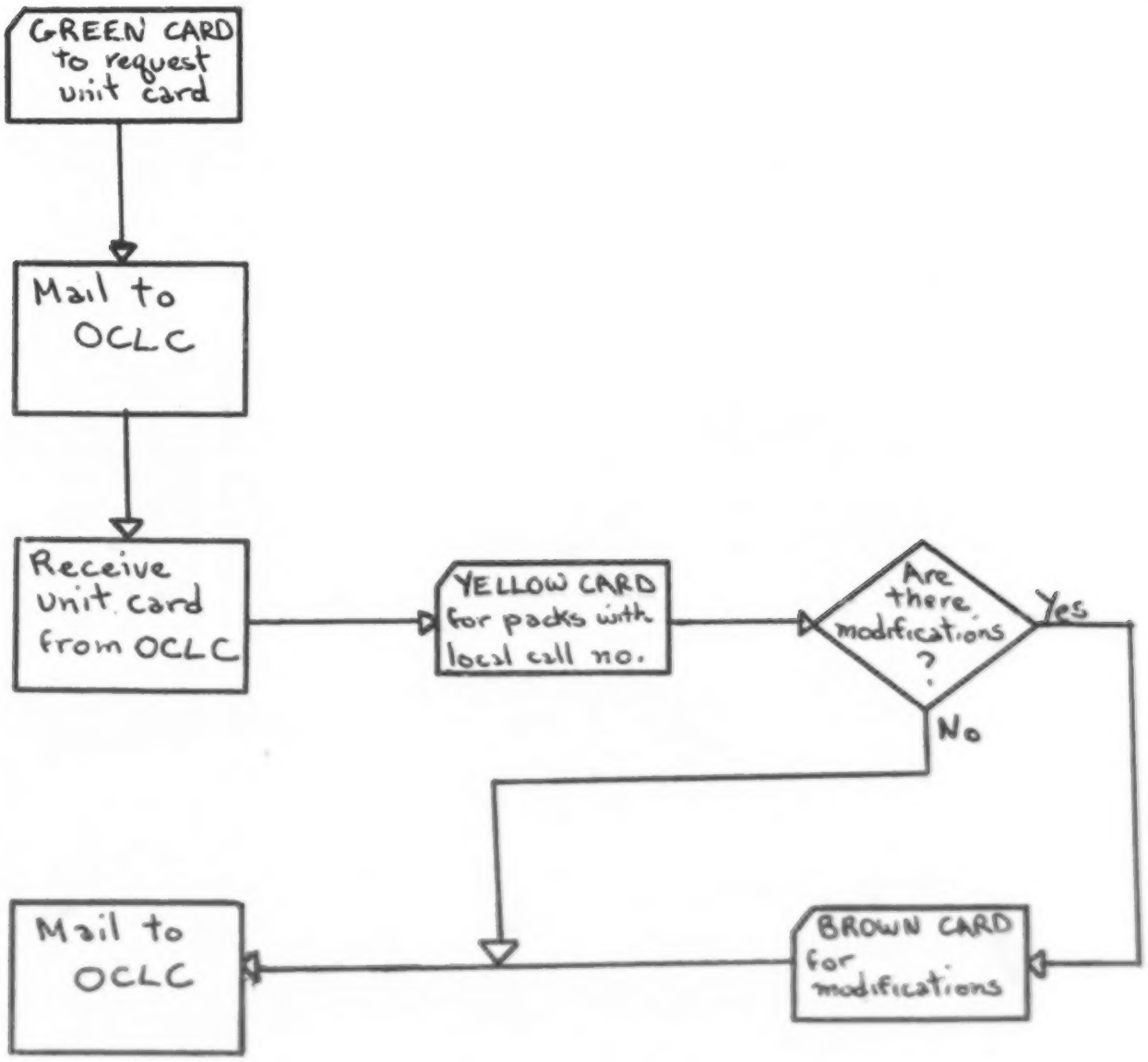


Figure 13. Flowchart for library using LC class number

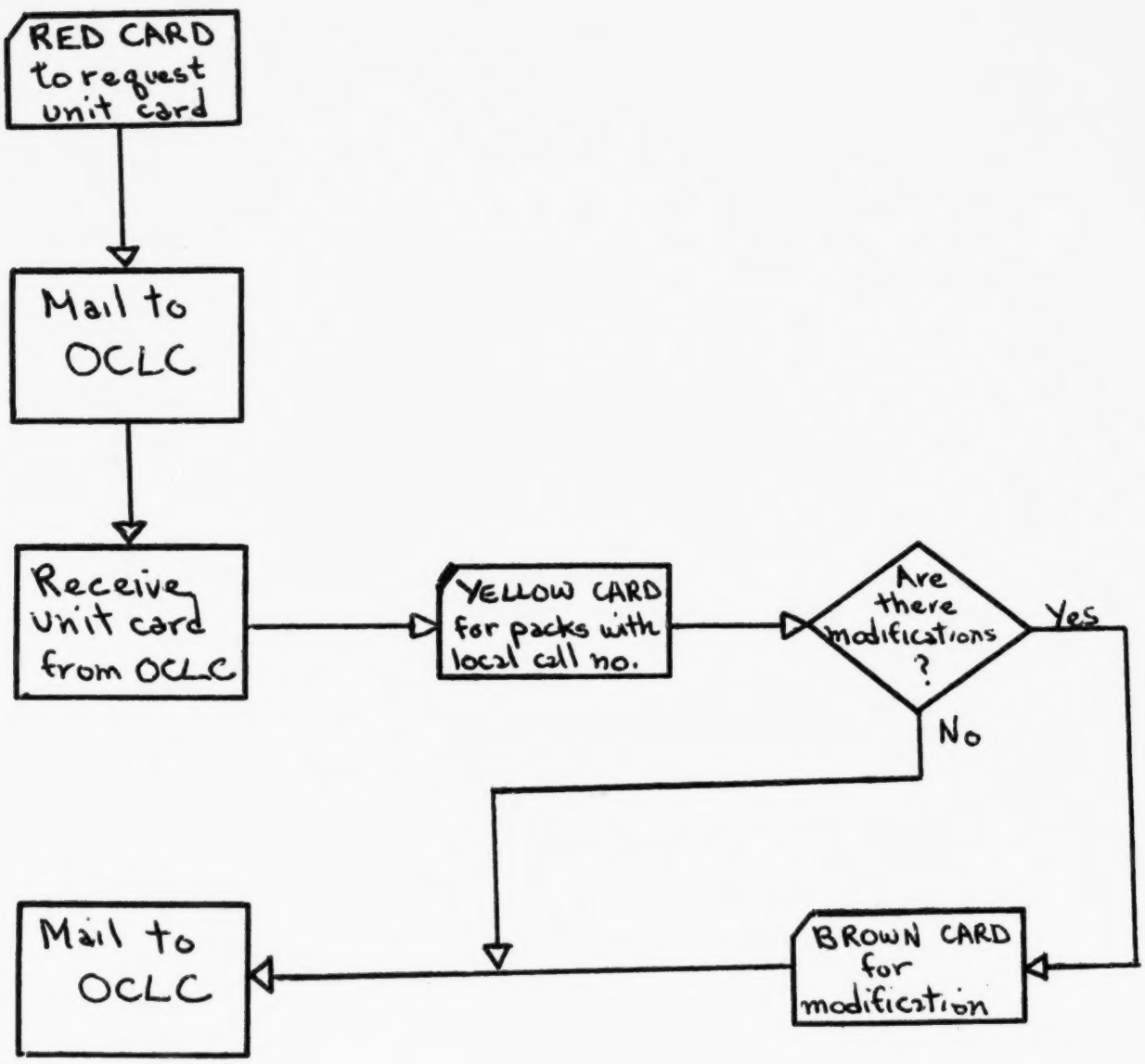


Figure 14. Flowchart for library using Dewey class number

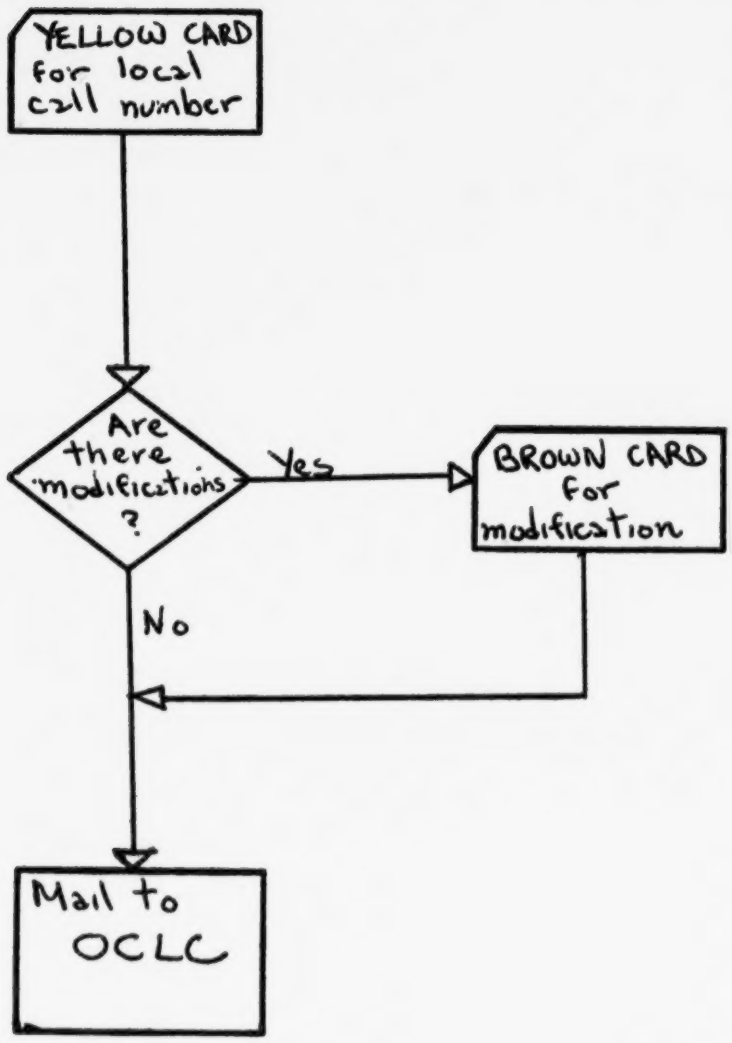


Figure 15. Flowchart for library using a local call number

Users of LC call numbers that employ the alternate class number supplied by LC for literature should use the green card labeled LITERATURE to obtain a single unit card showing that alternate class number (Figure 19). After a book number has been added to the class number, a full set of cards can be ordered by using a yellow card.

Users of LC Class Number (Figure 13)

Member libraries using LC class numbers but not book numbers will ask for catalog cards by completing a green punch card (Figure 18) and forwarding it to OCLC. The green card requests OCLC to send a unit card (Figure 8) to the Member. Any non-Dewey library wishing a unit card for any purpose should use a green card. The green card labeled "LITERATURE" should be used to obtain unit cards with the LC alternate class number for literature. (Figure 19) After a call number has been constructed for the book, the library may order complete sets of catalog cards by filling out a yellow punch card with the desired call number, i.e., LC class number plus local book number. A Member library requesting complete sets with the yellow cards has two alternatives.

Case 1. If there are no modifications and no holdings as notes, the library will send only a yellow card to OCLC. (Figure 20).

Case 2. If a library wishes to modify the LC descriptive cataloging, to record holdings as a note, or to insert information into the user option area, the librarian will send a brown card (Figure 21) with the yellow card.

Dewey Users (Figure 14)

Members of OCLC using a Dewey class number follow the same request procedures as do libraries employing an LC class number, with one exception. Dewey users request a unit card by sending a completed red punch card (Figure 17) to OCLC. If a MARC record lacks a Dewey class number, Dewey users can have the option of getting a unit card with the LC call number in the user area, even though the request was submitted on a red card.

To obtain complete packs a Member will fill out a yellow punch card and exercise one of the following options.

Case 1. When there are no modifications and no holdings note to be reported, the library will send only a yellow card (Figure 20).

Case 2. When a Member wishes to make modifications to add a holding note, or information in the user option area, the librarian completes a brown punch card (Figure 21) and sends it to OCLC with the yellow card (Figure 20).

Users of Local Call Numbers (Figure 15)

A local call number, as the term is used in this Manual, can be one of several things. It can be a complete call number made available by some source other than the Library of Congress such as a Superintendent of Documents number or an NLM number. It may be a number completely devised locally. It may be a combination of an LC or Dewey class number with a locally created book number. Local call numbers can be used for entire collections or for special collections such as a documents collection or a medical school library.

Members who utilize local call numbers either for a special collection or for the entire collection may request catalog cards by writing the call number on a yellow card. If they use LC class numbers or LC-assigned Dewey class numbers, they do this after having previously ordered unit cards with green or red punch cards. If they use call numbers completely devised locally or available from some source other than LC they have two choices. They may first order a unit card by using a green punch card so that they may verify the fact that the cataloging data supplied by LC fits the book they have in hand before using a yellow punch card to request a complete set of cards. If they know from examination of the NUC catalog or some other source that the cataloging data fits, they may by-pass the unit card stage and send in a yellow card without the intermediate step of using a green card. When a library uses yellow cards to obtain catalog cards, one of two alternatives may be exercised.

Case 1. A yellow card will be used to obtain cards bearing a local call number. (Figure 20)

Case 2. If a modification, holdings note, or placement of data in the user option area is desired, the librarian should send a brown card (Figure 21) with the yellow card.

Modifications and Holdings Notes

The brown card does not request catalog cards from OCLC. This card only requests OCLC to alter the machine readable record which is used for card production achieved by a blue or yellow card. Because instances may occur in which a

library wishes to record modifications or to add holdings to the machine readable record without cards being produced, a Member may send a brown card to OCLC without a card requesting card production.

D. Description of Precoded Punch Cards

This section of the Manual explains the function of six precoded punch cards used in the Catalog Production System. Each punch card has a unique function, and, except for the green "LITERATURE" card, each is a different color. A detailed explanation of the proper method to use in completing each punch card is also given. Figures 16 through 21 contain reproductions of the punch cards. Although the brown card has not yet been activated, a somewhat general and tentative explanation of its functions is given. When it has been fully defined and become an operational part of the System, a more detailed and exact description will be sent to all Member libraries.

One item of information that is requested on all punch cards, no matter what their color, is the LC card number. In the off-line system, the LC card number is the sole method of access to a particular record in the data base and must be given to identify the bibliographical record wanted.

MARC records corresponding to card numbers on blue, red, green and yellow cards will be sought in the MARC data. Members can elect to have their requests searched against the master file for periods varying from one to thirty-six weeks. If, at the end of the chosen cycle-time, a MARC record has not been located in the data base, the original punched request cards are returned to the Member library which may, if it desires, send a new request card for that work to OCLC to start the cycle again. If a member wishes to recall some punched cards which have not yet hit a MARC record before the end of a cycle, it may do so by either letter or phone call. Once a MARC record has been hit OCLC retains the blue and yellow request cards as a record of the holdings of the Member library. This information will be transferred to disc when the system goes on-line.

An item of information asked for in a box in the top, right-hand corner of the blue, red, and green cards and at the bottom left of yellow cards is called "Temporary shelf placement" (earlier versions of these cards say "Main Entry"). This is for the use of the Member library only, to enable it to locate readily a book for which the original

punch card was returned because there was no MARC record for it in the data base. If a Member arranges books awaiting processing by main entry, then the first significant work of the main entry should be placed in this box. If books are arranged by date of receipt, then that date should be put in the box. In summary, a Member library should put in that box whatever information will most easily allow it to locate a book if the punch card is returned to the library.

Mailing Procedures

After an institution has sent in its Catalog Profile Questionnaires, OCLC assigns it a number of three-character symbols, one for each of its Holding libraries. OCLC then sends that Member library packs of colored punch cards to be used in requesting catalog cards for works in each holding library. The number of punch cards sent is determined by the size of the library and an estimate of the number of books they catalog weekly. OCLC programs keep track of the number of cards of each color sent for each holding library, the number they have sent in as requests, and the average number they send in weekly so as to know when to send more cards for that holding library. New supplies of colored punch cards should therefore be received before the previous supply is exhausted. If, however, a holding library has not received new punch cards and its stock is running low, it can request more punch cards from OCLC.

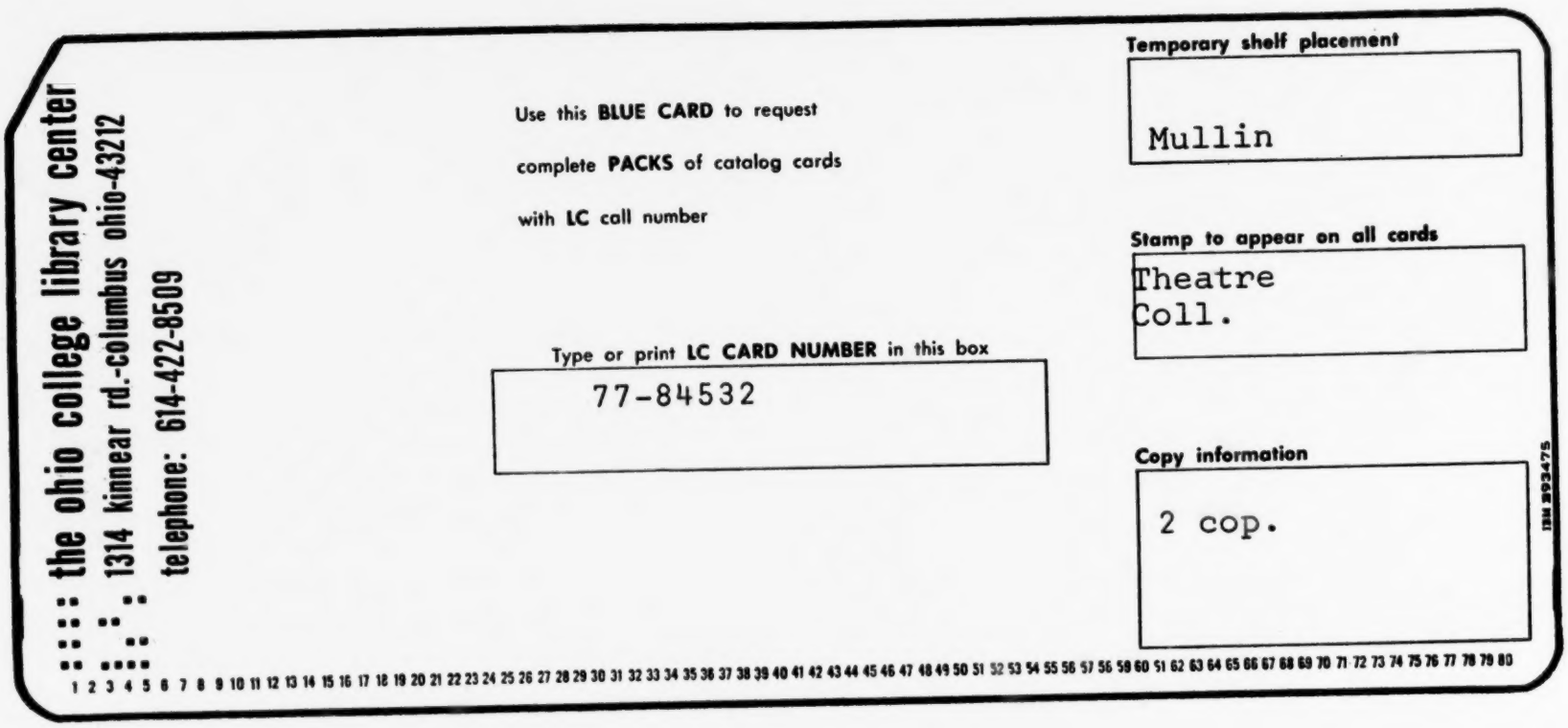
Packs of completed catalog cards are mailed out weekly, usually on Mondays. If colored punch cards are received from the Members no later than Monday finished cards for titles for which cataloging data is already available on MARC tapes are sent out a week after the request has been received.

Packs of catalog cards and of colored punch cards are mailed 4th class by OCLC. Postage costs are among the elements included in calculating the cost of catalog cards. Member libraries sending colored punch request cards may use either 1st or 4th class mail.

Members do not need to sort the punch cards they send in as sorting is done by a computer at OCLC more rapidly and accurately than it could be done manually by individual libraries. It would be helpful, however, if cards of different colors were not intermixed.

Blue Punch Card (Figure 16)

A blue card is used to request complete packs of catalog cards with LC call numbers. To complete this punch card, the LC card number should be typed or printed in the box in the middle of the blue card.



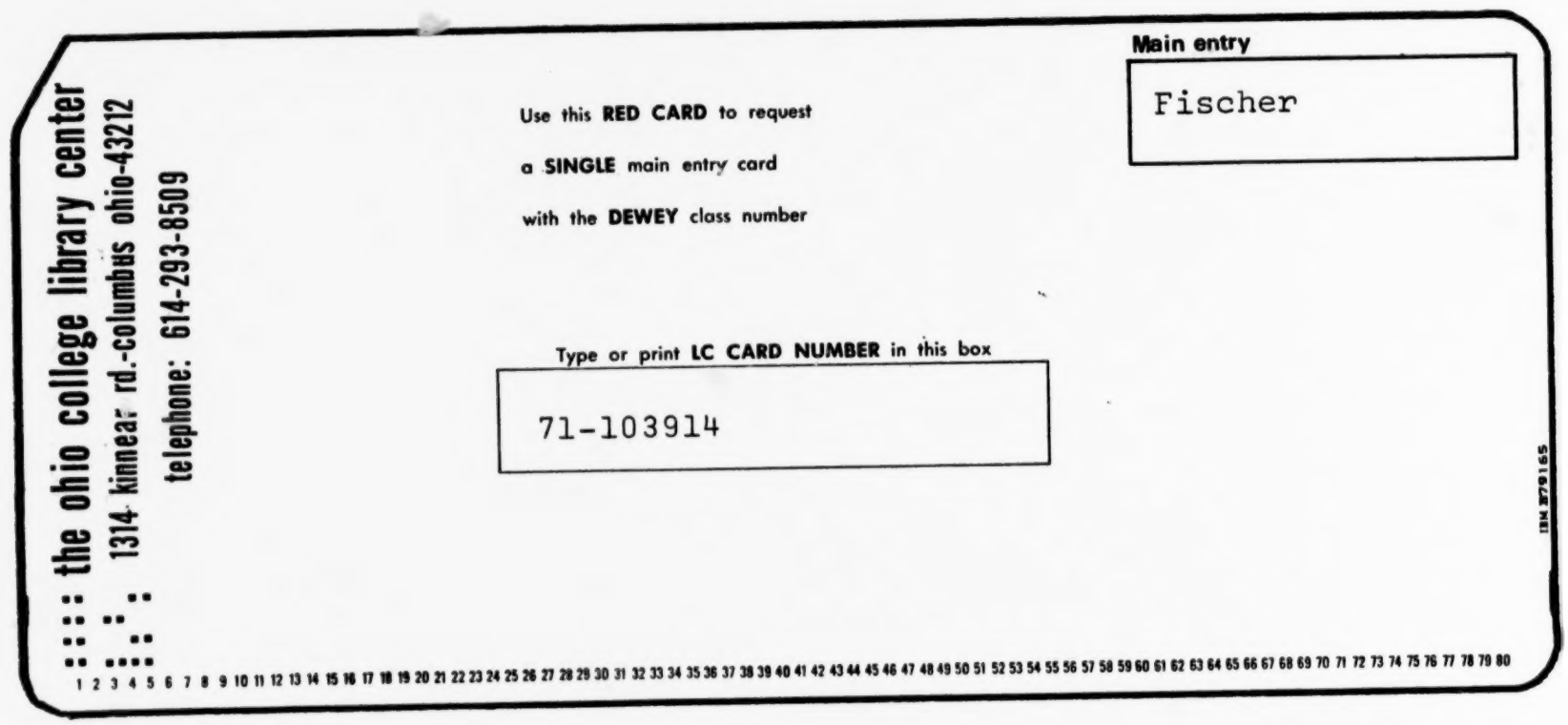
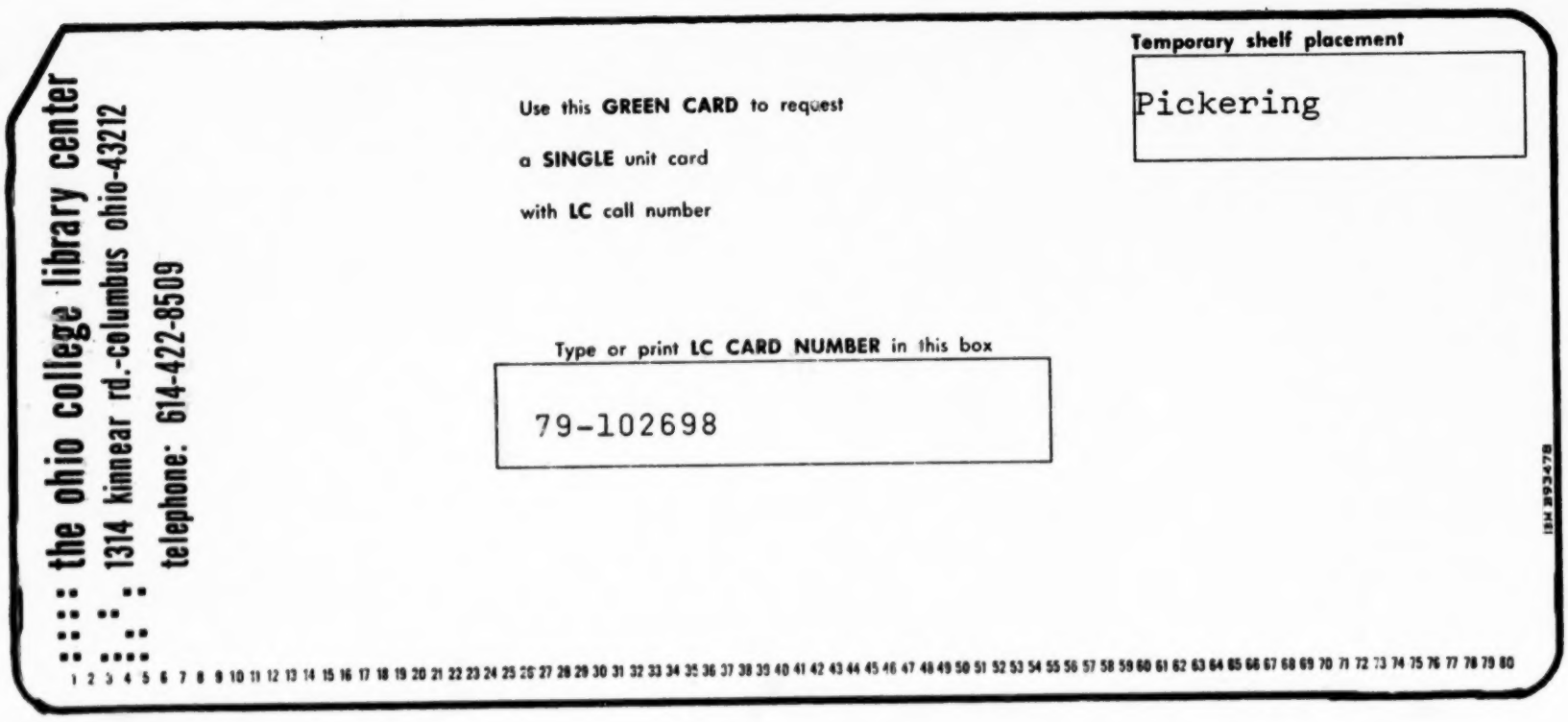
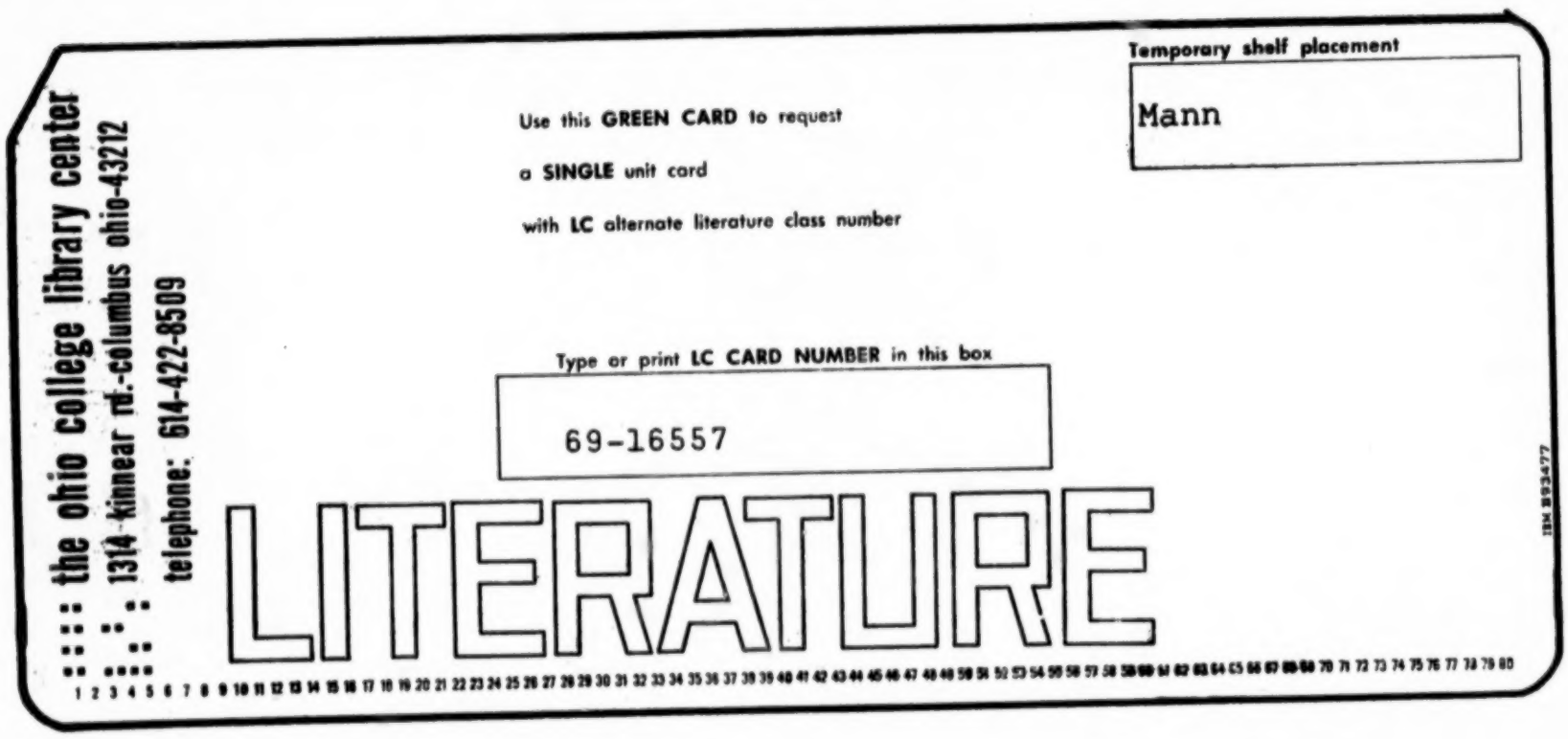
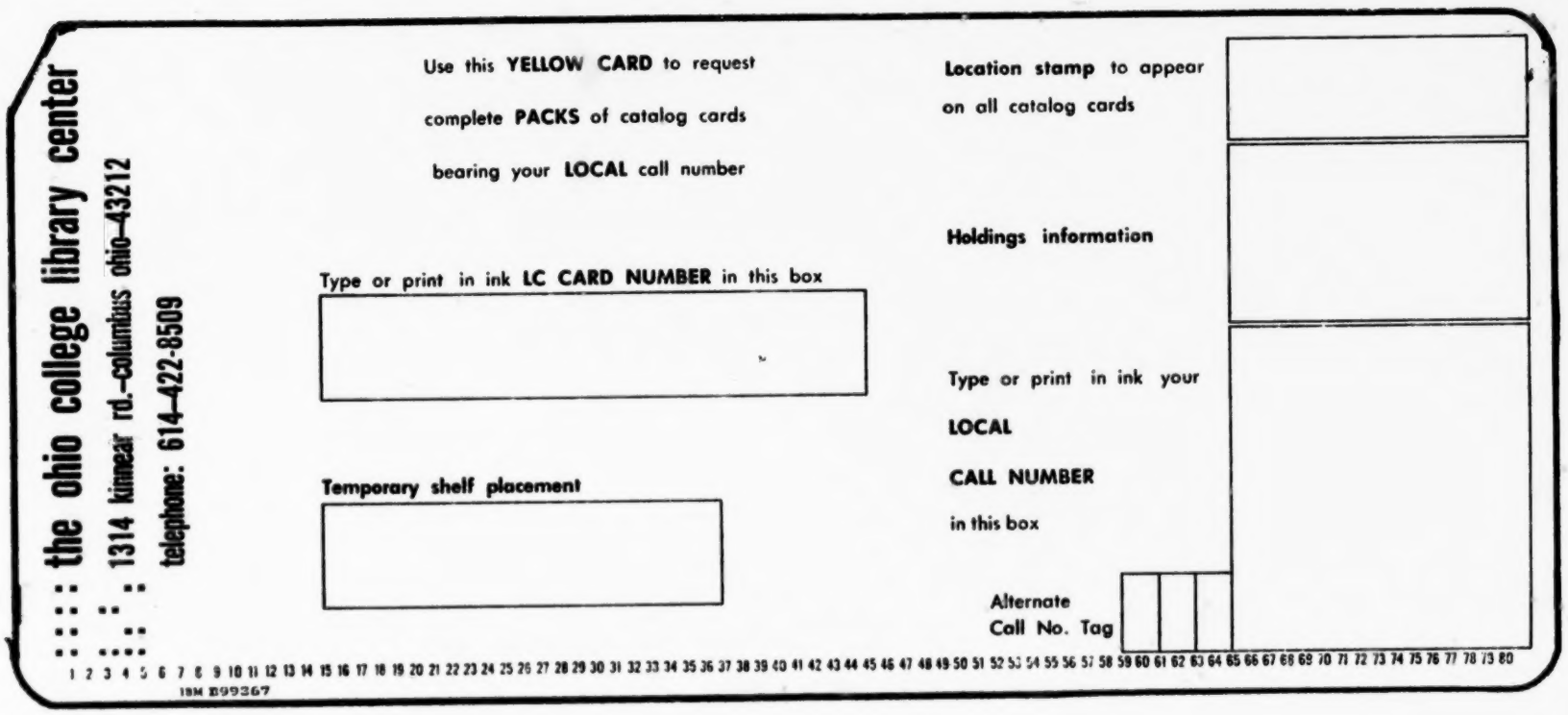


Figure 16 and 17. Blue card and red card





Figures 18 and 19. Green card and green literature card



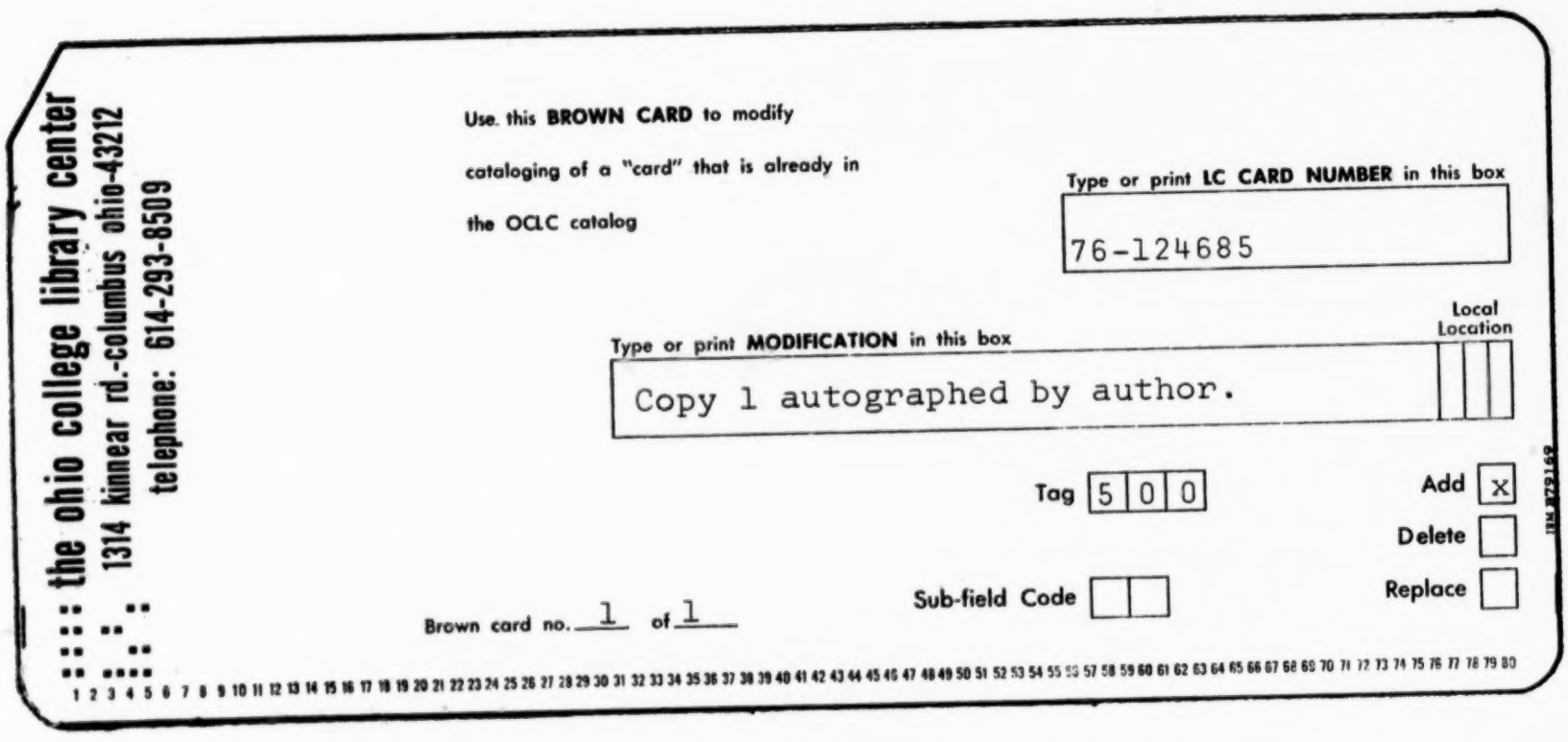


Figure 20 and Figure 21. Yellow card and brown card

To list multiple copies of a book or individual volumes of a multi-volumed work on a catalog card with the call number, place the desired information in the box at the lower right-hand corner of the blue card. Such information could be in forms such as "2 cop.", "Vol. 3, 2 copies","V. 3 only"; or it could be given by a listing of the accession numbers of the volumes involved. If a "stamp" is required with the call number, to show location of a work in a special collection in the Holdings library, put the stamp in the middle box at the right-hand end of the card. Each line of the holdings and location statements is limited to a maximum of eight characters including blanks.

Green Punch Cards (Figure 18-19)

A green card should be used by Members not using Dewey to request a unit card; this unit card carries the LC call number in the bottom line (Figure 8). Members should use a green card labeled "LITERATURE" (Figure 19) to obtain a unit card bearing an LC alternate literature class number in the user option area. By recording the LC card number in the box found in the middle of the green card, as shown in Figures 18 and 19, and forwarding the card to OCLC, the Member will receive a unit card with an LC call number or class number.

Red Punch Card (Figure 17)

A red card is also used to request a unit card. However, a red card requests a unit card bearing a Dewey class number. By placing a LC card number in the box in the middle of the red card, as in Figure 17, a Member will receive the desired unit card.

Yellow Punch Card (Figure 20)

A yellow punch card is used by Members to request complete sets of catalog cards bearing their local call number. This local call number can consist of both a locally devised class number and a locally devised book number, of an LC or Dewey class number with a locally devised book number, or some other standard call number such as Superintendent of Documents or NLM call number. If a holdings statement is to be part of the call number, the Member should put the information desired in the box designated Holdings information. This information should be put in the box in the exact order in which it is to appear on the catalog cards.

The LC card number should be placed in the box to the left center of the yellow card and the local call number, exactly as it is to appear on catalog cards, should be placed in the larger box in the lower right corner of the card.

Care should be taken to insure that each character is clearly and distinctly written so that there is no doubt which letter is meant, e.g., "U" or "V" or "J" or "l". For this reason typed call numbers are preferable to hand-printed ones. If call numbers are printed by hand, ink should be used, not pencil.

Since each call number line will accomodate up to eight characters, no more than eight characters, including decimal points and blank spaces, should be arranged on one line.

The small box labeled 'Alternate call number tag' which is located at the lower left end of the local call number box is to be ignored. It is designed to contain the MARC II variable field tag for local call number, '090', which is automatically supplied by OCLC programs.

Brown Punch Card (Figure 21)

A Member library requests modifications to LC descriptive cataloging, addition of holding information as Notes, or insertion of information into the user option area on the bottom line of a catalog card by using a brown punch card. In the upper-right corner of the card is a box within which the LC card number should be typed or printed, as in Figure 21. Immediately below the LC card number there is a longer box for the modification.

The change to the descriptive cataloging should be typed or printed in this box exactly (as regards capitalization, punctuation, spacing, abbreviations, etc.) as it is to appear on the catalog cards. Only one line of the text to be on a catalog card should be placed in the modification box of any brown card. If the modification requires more than one line to complete, then two, three, or more additional brown cards should be used. The number of characters to be included in a line depends on the indention positions chosen by a Member library and at which indention a particular line starts.

If there are a number of different modifications for one book, then each modification should be reported on a separate brown card or cards.

Directly beneath the modification box are boxes labeled "Tag" and "Subfield Code". The tag is a three-digit number used to designate the field to be modified. (See Books: A MARC Format. 4th Edition, pp. 42-70). This tag number can be selected from Figure 9. The sub-field code is a two-character symbol designating a single data element within a field. The first character is a delimiter which separates

the sub-fields, this is represented by the graphic symbol "$". The second character is an alphabetic one and its exact meaning varies from field to field. (See Books: A MARC Format, 4th Edition, pp. 43-70 for an enumeration of the sub-field codes for each field).

Some fields contain only one data element and thus contain only one sub-field code. This is represented as "$a". An example is Field 500 (General Notes). Field 260 (Imprint), on the other hand, contains 3 subfields, $a for the place of publication, $b for the publishers, and $c for the dates of publication. It is possible for the same sub-field to be used more than once in a particular field. Thus, if a book contains both a printing date and a copyright date, each one will be designated by subfield code "$c" in Field 260.

The library requesting a modification can specify the field to be modified from Figure 9. Unless the Member has a copy of Books: A MARC Format it will be unable to designate the subfield code so this box should be left blank.

In the lower-right corner of the brown card are three separate boxes, labeled "Add", "Delete", and "Replace". Normally, only one of the three boxes would be checked.

The three small boxes marked Local Location have not yet been defined.

Finally, there is a short phrase found in the lower-middle section of the brown card that reads:

"Brown card no. _____ of _____".

A Member library will complete this statement according to the number of brown cards used and in the order these cards are to be processed. For example, if four brown cards were necessary to modify the cataloging, the phrases on the punch cards would be completed as follows:

"Brown card no. 1 of 4" --- first card

"Brown card no. 2 of 4" --- second card

"Brown card no. 3 of 4" --- third card

"Brown card no. 4 of 4" --- fourth card

The four brown cards would then be processed by OCLC in the numerical order designated by the Member.